

**State of Hawaii
Department of Human Services
Office of Youth Services**

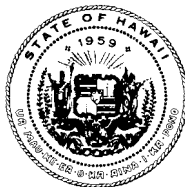
Request for Proposals

**COMMUNITY-BASED PREVENTION
AND INTERVENTION SERVICES
FOR YOUTH**

HMS 501-08-01

October 30, 2006

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES

OFFICE OF YOUTH SERVICES
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

October 30, 2006

REQUEST FOR PROPOSALS

**COMMUNITY-BASED PREVENTION AND INTERVENTION SERVICES FOR YOUTH
RFP No. HMS-501-08-01**

The Department of Human Services, Office of Youth Services (OYS), is requesting proposals for services for youth that include Positive Youth Development, Youth Gang Prevention and Intervention, Truancy Prevention and In-School Suspension, Attendant Care, Community-Based Outreach and Advocacy, Education/Vocation Support Services for At-Risk Youth, and Services for Youth Experiencing Homelessness. The contract term will be from July 1, 2007 through June 30, 2009. Multiple contracts will be awarded under this request for proposals. Funding is subject to availability of funds and budget execution policies.

Proposals shall be mailed and postmarked by the United States Postal Service (USPS) on or before midnight, Hawaii Standard Time (HST) January 26, 2007, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on January 26, 2007, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Deliveries by private mail services such as Federal Express (FedEx) and the United Parcel Service (UPS) shall be considered hand deliveries. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement. Incomplete and late proposals will be returned without action.

The OYS will conduct an orientation session on Thursday, November 16, 2006. The time and place for the RFP orientation session is stated in Section 1 Administrative Overview of the RFP. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 12:00 midnight HST, on Friday, November 24, 2006. All written questions submitted by November 24, 2006 will receive a written response from the State on or about December 4, 2006.

Inquiries regarding this RFP should be directed to the RFP contact person, Miss. Edralyn Caberto at 820 Mililani Street, Suite 817, Honolulu, Hawaii 96813, telephone: (808) 587-5700, fax: (808) 587-5734, e-mail: emcelroy@dhs.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED:
ONE (1) ORIGINAL AND FOUR (4) COPIES OF THE PROPOSAL ARE REQUIRED**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN January 26, 2007 and received by the state purchasing agency no later than 10 days from the submittal deadline.

ALL MAIL-INS

State of Hawaii
Department of Human Services
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813

OYS RFP COORDINATOR

Edralyn Caberto
For further information or inquiries:
Phone: (808) 587-5700
Fax: (808) 587-5734
e-mail: emcelroy@dhs.hawaii.gov

**ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE
UNTIL 4:30 P.M., Hawaii Standard Time (HST), January 26, 2007.**

**STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
OFFICE OF YOUTH SERVICES
820 MILILANI STREET, SUITE 817
HONOLULU, HAWAII 96813**

BE ADVISED:

Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., January 26, 2007

RFP Table of Contents

Section 1 Administrative Overview

I.	Procurement Timetable	1-1
II.	Website Reference	1-2
III.	Authority	1-2
IV.	RFP Organization.....	1-3
V.	Contracting Office	1-3
VI.	Orientation	1-3
VII.	Submission of Questions	1-4
VIII.	Submission of Proposals	1-4
IX.	Discussions with Applicants	1-6
X.	Opening of Proposals.....	1-7
XI.	Additional Materials and Documentation	1-7
XII.	RFP Amendments	1-7
XIII.	Final Revised Proposals.....	1-7
XIV.	Cancellation of Request for Proposals	1-7
XV.	Costs for Proposal Preparation.....	1-7
XVI.	Provider Participation in Planning.....	1-8
XVII.	Rejection of Proposals	1-8
XVIII.	Notice of Award.....	1-8
XIX.	Protests.....	1-9
XX.	Availability of Funds	1-9
XXI.	Monitoring and Evaluation	1-10
XXII.	General and Special Conditions of the Contract.....	1-10
XXIII.	Cost Principles	1-10

Section 2 - Service Specifications

Section 2a. Positive Youth Development.....	2a1 - 2a17
Section 2b. Youth Gang Prevention and Intervention.....	2b1 - 2b12
Section 2c. Truancy and In School Suspension Services.....	2c1 - 2c17
Section 2d. Attendant Care.....	2d1 - 2d10
Section 2e. Community-Based Outreach and Advocacy.....	2e1 - 210
Section 2f. Educational/Vocational Services for Youth At-Risk.....	2f1 - 2f10
Section 2g. Services for Youth Experiencing Homelessness.....	2g1 - 2g12

I.	Introduction	2-
A.	Overview, Purpose or Need	2-
B.	Planning activities conducted in preparation for this RFP.....	2-
C.	Description of the Goals of the Service	2-
D.	Description of the Target Population to be Served	2-
E.	Geographic Coverage of Service	2-
F.	Probable Funding Amounts, Source, and Period of Availability...	2-
II.	General Requirements	2-
A.	Specific Qualifications or Requirements	2-
B.	Secondary Purchaser Participation	2-
C.	Multiple or Alternate Proposals	2-
D.	Single or Multiple Contracts to be Awarded	2-
E.	Single or Multi-Term Contracts to be Awarded	2-
F.	RFP Contact Person	2-
III.	Scope of Work	2-
A.	Service Activities	2-
B.	Management Requirements	2-
IV.	Facilities	2-

Section 3 - Proposal Application Instructions

	General Instructions for Completing Applications	3-1
I.	Program Overview	3-2
II.	Experience and Capability	3-2
A.	Necessary Skills	3-2
B.	Experience.....	3-2
C.	Quality Assurance and Evaluation.....	3-2
D.	Coordination of Services.....	3-2
E.	Facilities.....	3-3
III.	Project Organization and Staffing	3-3
A.	Staffing.....	3-3
B.	Project Organization	3-3
IV.	Service Delivery	3-4
V.	Financial	3-5
A.	Pricing Structure	3-5
B.	Other Financial Related Materials	3-5
VI.	Other	3-6
A.	Litigation.....	3-6

Section 4 – Proposal Evaluation

I.	Introduction	4-1
II.	Evaluation Process	4-1
III.	Evaluation Criteria	4-2
A.	Phase 1 – Evaluation of Proposal Requirements	4-2

B.	Phase 2 – Evaluation of Proposal Application.....	4-2
C.	Phase 3 – Recommendation for Award	4-12

Section 5 – Attachments

Attachment A.	Competitive Proposal Application Checklist.....	5-1
Attachment B.	Sample Proposal Table of Contents.....	5-2
Attachment C.	Draft Special Conditions.....	C1-C3
Attachment D.	Resources and References.....	D1-D3

Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date/s</u>
Public notice announcing RFP	10/18/2006
Distribution of RFP	10/30/2006
RFP orientation session	11/16/2006
Closing date for submission of written questions for written responses	11/24/2006
State purchasing agency's response to applicants' written questions	12/04/2006
Discussions with applicant prior to proposal submittal deadline (optional)	11/06 – 1/07
Proposal submittal deadline	1/26/2007
Discussions with applicant after proposal submittal deadline (optional)	2/07 - 3/07
Final revised proposals (optional)	1/07 - 2/07
Proposal evaluation period	2/07 - 4/07
Provider selection	3/07 - 4/07
Notice of statement of findings and decision	3/07 - 5/07
Contract start date	7/01/2007

II. Website Reference

The State Procurement Office (SPO) website is www.spo.hawaii.gov

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "RFPs"
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	http://www.hawaii.gov/tax/ click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://www.capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	http://www.hawaii.gov/dcca click "Business Registration"
11	Campaign Spending Commission	www.hawaii.gov/campaign

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services

Office of Youth Services

820 Mililani Street, Suite 817

Honolulu, Hawaii 96813

Phone: (808) 587-5700

Fax: (808) 587-5734

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: November 16, 2006 Time: 9:00 am til 12:00 pm

Location: McCoy Pavilion, 1201 Ala Moana Boulevard, Honolulu, Hawaii

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official

responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VII. Submission of Questions.)

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: November 24, 2006 **Time:** 12:00 midnight HST

State agency responses to applicant written questions will be provided by:

Date: December 4, 2006

VIII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website (See page 1-2, Websites Referred to in this RFP. Refer to the Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
- 2. Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
- 3. Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
- 4. Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)

- 5. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, subparagraph III.A.1, Administrative Requirements, and the Proposal Application Checklist (located in Section 5) to determine whether the tax clearance is required at time of proposal submittal for this RFP. Tax clearance application may be obtained from the Department of Taxation website. (See paragraph II, Website Reference.)

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist located in Section 5.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website. (See paragraph II, Website Reference.)
- E. Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)
- F. Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of Section 11-

205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

- G. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- H. Proposal Submittal** – All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks. Faxed proposals and/or submission of proposals on diskette/CD or transmission by email, website or other electronic means **is not permitted**.

IX. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably

susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

X. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202 and 3-142-203 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610(a)(1), HAR)
- (6) Applicant not responsible (Section 3-143-610(a)(2), HAR)

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Sharon Agnew	Name: Martha Torney
Title: Executive Director	Title: Program Development Officer
Mailing Address: 820 Mililani Street, Suite 817 Honolulu, Hawaii 96813	Mailing Address: 820 Mililani St., Suite 817 Honolulu, Hawaii 96813
Business Address: same as above	Business Address: same as above

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XXI. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXII. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXIII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law

Section 2

Service Specifications

POSITIVE YOUTH DEVELOPMENT (HMS-501-08-01-a)

YOUTH GANG PREVENTION AND INTERVENTION (HMS-501-08-01-b)

TRUANCY PREVENTION AND IN-SCHOOL SUSPENSION (HMS-501-08-01-c)

ATTENDANT CARE (HMS-501-08-01-d)

COMMUNITY-BASED OUTREACH AND ADVOCACY (HMS-501-08-01-e)

EDUCATION/VOCATION SERVICES FOR AT-RISK YOUTH (HMS-501-08-01-f)

SERVICES FOR YOUTH EXPERIENCING HOMELESSNESS (HMS-501-08-01-g)

Positive Youth Development

HMS 501-08-01-a

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Department of Human Services (DHS), Office of Youth Services (OYS) is requesting proposals from qualified applicants to provide positive youth development program services and activities. The objective of this Request for Proposals (RFP) is to award funds for youth development programs to implement curriculum and/or provide services and activities designed to help youth avoid unproductive behaviors and maintain safe, healthy lifestyles. Services should incorporate effective practices to promote the reduction of the risk factors and the increase of the protective factors specific to developing and supporting healthy adolescents within the communities where the program services are to be provided.

Reducing risk factors and increasing protective factors for youth, families, and their communities can best be accomplished by a holistic and multi-sector approach. Youth development practitioners, the policy community, and prevention scientists have reached the same conclusions about promoting better outcomes for youth. Programs should be expanded beyond a single problem behavior focus to considering program effects on a range of positive and problem behaviors. The OYS recognizes that focusing on positive youth development serves as an effective strategy for the prevention of many adolescent risky behaviors such as early sexual involvement, unprotected sexual behavior, drug use, truancy and dropping out of school, delinquency and violence. Youth engaged in such risky behaviors are less likely to attain a high level of education or employment and more likely to have unstable partner/family relationships and to live in poverty.

Positive youth development programming provides a framework and a coordinated effort for addressing youth issues to ensure youth have the opportunity to develop social, emotional, cognitive, behavioral and moral competencies and resiliency to enable them to achieve a successful transition to young adulthood. Youth development programs are especially important for youth who have little or no support from families, schools, and communities. Hard to reach and underserved youth are often particularly vulnerable to high risk behaviors and frequently lack access to positive role models and responsive services.

Therefore, within the context a youth development framework, this RFP supports the achievement of the following desired outcomes for all youth:

- Youth, including those “at-risk”, are healthy and productive.
- Youth engage in making responsible decisions.
- Youth do not engage in unhealthy or delinquent behaviors.
- Youth develop positive sense of self.
- Youth develop and maintain positive relationships in family, social, educational, employment, community, and cultural settings.
- Youth achieve a successful “endpoint” transition to young adulthood, e.g., graduation, employment, post-secondary education.

The intent of the OYS is to award funds for youth development services across the State based on the needs identified and appropriate services proposed to address those needs in particular geographic regions. Funding may be used to identify, develop, and implement effective curriculum or models of service which are evidenced-based and that can be appropriately replicated in Hawaii. The service tasks to be delivered by the applicants include the following:

- Build on and enhance community resources to provide positive learning and development opportunities for youth;
- Be responsive to needs and desires of the community when designing services and programs for youth;
- Make contact with at-risk youth within a defined region/community and connect them to appropriate resources, services, and activities, justice system or non justice, both public and private; and
- Deliver prevention services and positive alternative activities to develop educational, vocational, social responsibility, and health competencies of youth. Activity areas include educational development and academic tutoring; community service and service learning; youth leadership; performing/ visual arts and humanities; mentoring and intergenerational programs; vocational/apprenticeship; and sports and fitness.

B. Planning activities conducted in preparation for this RFP

The Office of Youth Services (OYS) is moving towards decentralization by focusing on geographic districts to strengthen community options for youth in more comprehensive ways using regional input. Since September 2005, the Program Development Office has been working with the University of Hawaii's Department of Urban and Regional Development (DURP) on developing a new strategic plan for OYS and learning skills to foster community mobilization and build community capacity. Community profiles were reviewed, using data from multiple data sources. Committed to providing services on a continuum care from primary intervention to re-entry

from incarceration, OYS aims to ensure each district has the scope of youth programs appropriate to its need.

To this end, OYS conducted two Requests for Information (RFI) meetings to garner information from the various island districts. The first, held at McCoy Pavilion in March 2006, introduced the decentralization concept to those who attended and included smalls groups broken out by district. Each district was asked to review OYS's continuum of care, identify what was available locally and determine what additional programs and services were needed. A second series of RFI meetings were held by district between September 15 and October 15 to review draft service specifications and discuss how the proposed services would assist in filling service and program gaps. Information from all meetings was considered when finalizing the Requests for Proposals.

Further information related to positive youth development was gathered from data sources and agencies such as the Hawaii State Department of Health (student surveys, Hawaii Building Partnerships for Youth), the UH Center on the Family, Community Profiles, as well as National resources including National Youth Development Information Center, Advocates for Youth, SAMHSA, OJJDP Blueprints, etc. (see Section Five of this RFP for a list of references and resources.)

C. Description of the goals of the service

The OYS is looking for qualified applicants to provide prevention programs and services utilizing a positive youth development framework. Interested applicants should propose specific programs and services that will address the unique needs and issues of youth in their community and contribute to the following objectives:

1. To tailor prevention services to address the unique needs of the constituents and to be responsive to the needs and interests of the community in regards to healthy, positive youth development.
2. To engage agency staff and others who interact with youth in the development, implementation, evaluation, and institutionalization of effective curriculum or models of service which are research-based and that have shown effective in developing competencies of youth.
3. To enhance coordination efforts to address positive youth development by formal and informal collaborative agreements that are established and maintained amongst public and private agencies and institutions, including schools and faith-based organizations located within and/or serving the same community.

D. Description of the target population to be served

The target population for the service includes youth ages 7 to 21 years old that are at risk for engaging in unhealthy, risky behaviors. This population includes street youth, unsheltered (homeless) youth, out-of-school youth, youth in foster care and group homes, pregnant and parenting teens, gay, lesbian, bisexual, and transgender (GLBT) youth; and at-risk youth who have been arrested, have had contact with the police, or are experiencing social, emotional, psychological, educational, moral, physical or similar challenges or disabilities; and/or youth of Marshallese, Micronesian, Samoan, Hawaiian, Filipino and African-American ancestry who may be over-represented within the juvenile justice system.

E. Geographic coverage of service

The request is for services to be provided in various districts– Oahu (Leeward, Honolulu, Windward, and Central), Maui, Molokai/Lanai, East Hawaii, West Hawaii, and Kauai. The OYS anticipates allocating the awards to geographic regions as follows:

Hawaii (4)
 Kauai (2)
 Maui (2)
 Molokai/Lanai (2)
 Oahu (8)

The OYS reserves the right to make awards based on the uniqueness and appropriateness of the proposals in addressing prevention issues of specific communities and the best configuration of prevention services statewide. Should an inadequate number of responsive and responsible proposals be submitted for a geographic area or should sufficient monies be available, OYS reserves the right to allocate additional funds to those applicants who have submitted acceptable proposals.

F. Probable funding amounts, source, and period of availability

1. **Funding Period:** 7/1/07 – 6/30/09

2. **Approximate Total Amount of General Funds:** **\$2,456,815.00**

3. The OYS anticipates funds to be awarded for one 24-month period, subject to the availability of funds and quality of program services. There may be a possibility for an extension of the initial award period up to two additional 12-month periods should funds become available. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii,

pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

4. While no exact funding amounts have been pre-determined, the OYS anticipates each award to be approximately **\$125,000.00**
5. The OYS reserves the right to make modifications to the scope of services and in the funding amounts that it is unable to anticipate now. There may be unique circumstances, not limited to federal grants, which require these modifications be made to continue or to improve services. Additionally, should funding be increased or decreased, the OYS reserves the right to add in additional funds or decrease funds at its discretion.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

If awarded the contract, the applicant shall:

1. Meet all State and County licensing requirements, if any, to operate business.
2. Arrange for a financial and compliance audit to be done and submitted to the OYS as directed in accordance with "Government OMB Circular A-133" if Applicant expends \$500,000 or more in federal funds in a year.
3. Refund to the State any funds unexpended or expended inappropriately.

B. Secondary purchaser participation (Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

C. Multiple or alternate proposals (Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded (Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as the OYS deems appropriate to best meet the needs of the State after all proposals are reviewed.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☐ Single term (\leq 2 yrs)

☒ Multi-term ($>$ 2 yrs.)

Contract terms: The initial term of the contract shall commence on or after July 1, 2007 or Notice to Proceed, whichever is later, and continue through June 30, 2009. There may be a possibility for extension of the initial award period up to two additional 12-month periods should funds become available. The maximum length of the contract shall be forty-eight (48) months. The conditions for extension must be in writing and any extension must be executed prior to the expiration of the initial term of the contract and any subsequent extension. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

RFP Contact Person: Edralyn Caberto
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813
Phone: 808.587.5700
Fax: 808.587.5734
Email: emcelroy@dhs.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

- 1. Service Framework.** Priority will be given to proposed services reflecting the philosophy that all youth are valuable and worthwhile and should be helped to reach their full potential. The focus should be on youth in the

context of families and specific communities; therefore, services provided should be:

- a. Holistic in nature, impacting the mind, attitude, and behavior;
- b. Outcome-based and performance target focused;
- c. Based on valid, reliable research;
- d. Collaborative in nature;
- e. Culturally, developmentally, and gender-appropriate;
- f. Provided by nurturing and caring adults; and,
- g. Strength-based, building on and enhancing the unique talents and interests of each individual.

2. Specific Program Activities. The applicant shall directly or through subcontracts provide services and activities matched to the cognitive, physical, social, and emotional developmental abilities of youth, as well as, sensitive to the unique needs of each program participant and responsive to the strengths and unique needs of both females and males. The program activities include:

a. Assess community needs and resources.

- 1) Engage community members to actively participate in identifying and prioritizing needs and services offered to ensure the appropriateness and comprehensiveness of services for the targeted youth.
- 2) Collaborate and cooperate with other agencies within the community, especially the schools, non-profit youth serving organizations and faith communities to plan and implement programs for the targeted youth to assure youth have access to resources and services and to effectively meet their needs.

b. Make contact with and engage at-risk youth and their families.

- 1) Accept youth into the program, recording relevant (demographic) information for data collection, tracking and follow up support purposes. Determine appropriateness of the program for the youth who may be referred to the program. Assess youth and family strengths, competencies, and needs to determine and plan appropriate program activities.
- 2) Engage, motivate, and empower the youth and family to strengthen their support systems and enhance their capacity to resolve their problems and to mediate crisis, and to act on their own behalf.

- 3) Assist youth in identifying goals and objectives and develop milestones, activities and methods to assist youth achieve established goals.

c. Connect at-risk youth to existing resources and services.

- 1) Establish a collaborative and integrated approach with other community resources to serve the youth targeted by this service through formal agreements, sub-contractual arrangements, memorandum of agreement, and/or letters of agreement with other agencies and/or community groups.
- 2) Make successful connections between youth and family and appropriate (continuum of care) services and resources in the community.
- 3) Advocate on the youth or family's behalf to secure resources necessary to achieve their goals.

d. Provide responsive services, activities, and programs.

- 1) Provide services that reflect the culture, ethnicity, and identity of the program participants and that are delivered within contexts that promote an understanding and appreciation of the ethnic and cultural diversity of the community and provide youth with opportunities to develop an understanding of self and one's culture and a sense of identity and belonging and promote the development of competencies in youth.
- 2) Specifically address the areas of social well-being, knowledge, reasoning and creativity, vocational preparation, and social responsibility through activity types described below:
 - a) **Youth Leadership** activities that allow youth to experience leadership, group dynamics and problem solving opportunities such as youth advisory boards, youth council, and youth representatives on community collaboration efforts.
 - b) **Educational Development** activities such as tutoring, alternative education, and/or peer tutoring that promote academic improvement, coursework completion and high school graduation to prepare youth for higher level academic and/or vocational education. Connect and collaborate with schools to address needs of youth.

- c) **Community Service and Service Learning** programs to engage youth and provide them with significant roles in planning and implementing activities, as well as opportunities to contribute to the organization and the community.
 - d) **Mentoring and Intergenerational** programs that provide youth with opportunities to be involved with adults in meaningful interactions and quality relationships that are consistent and that provide approval for pro-social behaviors and sanctions for antisocial behaviors.
 - e) **Performing/Visual Arts and Humanities** activities that enhance learning and creative opportunities through drama, story telling, poetry writing, and music.
 - f) **Sports, Fitness and Health** activities that improve physical health, self-concept, athletic and scholastic competence, and physical appearance; encourage working as a team; provide nutrition exploration; develop resistance skills; and discuss contraceptive practices/abstinence.
- 3. Assessment of Need and Readiness.** Applicants must make an assessment of needs and community readiness for the proposed services. Applicants should identify and justify the need for prevention programs and services within the community that they anticipate serving. A comprehensive needs assessment shall include information from reliable data sources, identified risk and protective factors, reports, studies, and strategic plans or planning efforts that substantiate the needs of the target group(s) and community that the proposed services are intended to address. The assessment should include the rate of drug use, delinquency, teen pregnancy, or other risky behaviors prevalent for youth of the identified community or geographic area. Applicants should also provide information and documentation of the community “readiness” to actively address positive youth development, as well as to actively support the implementation of the proposed services.
- 4. Implementation of Effective Practices.** Priority will be given to applicants proposing to implement strategies that have shown effective in reducing risky and delinquent behaviors and promoting positive youth development. Effective programs incorporate the following characteristics and strategies:
- a. Involve families.
 - b. Strengthen academic skills and opportunities.
 - c. Intensify services for foster care, homeless, migrant, and out-of-school youth.

- d. Strengthen school-to-work programs.
- e. Offer mentoring programs.
- f. Involve young people in their communities.
- g. Involve the community in expanding life options for youth.
- h. Strengthen economic opportunities for both males and females.
- i. Provide youth development activities that enhance self-esteem.
- j. Ensure access to mental health counseling.
- k. Provide modeling of and practice with communication, negotiation, and refusal skills.
- l. Employ a variety of teaching methods designed to involve the participants and have them personalize the information.
- m. Incorporate behavioral goals, teaching methods, and materials that are appropriate to the age, experience, and culture of the program participants.
- n. Implement strategy or intervention for a sufficient length of time to complete activities adequately.
- o. Employ adults and peer leaders who believe in the program they are implementing and who have been provided training.

5. Program Design and Evaluation. The description of the design, implementation, and evaluation of the proposed services should include, but not be limited to:

- a. The process the applicant has utilized or will utilize to identify youth development program models/curricula that are research-based and that are effective in addressing the needs of youth and families within its community;
- b. The plans to train current agency staff to provide prevention services;
- c. The means and process for identifying, engaging, and enrolling youth and families for services and maintaining their participation;
- d. The means by which the agency will assess the impact of the services on program participants; and

- e. The process the agency will undertake for design changes to refine programs to ensure that the needs of youth and families are effectively addressed.
- 6. **Coordination and Linkages.** Coordination and cooperation across agency programs as well as, amongst agencies within the community to plan and implement programs for youth is essential to ensure youth have access to resources and services to more effectively meet their needs. Applicants should describe how the proposed services are coordinated by addressing the following:
 - a. The incorporation of youth development services into the current range of programs offered by the agency;
 - b. The existing and past activities that demonstrate the applicant's capacity for working with other agencies and resources to provide effective prevention services in the community or geographic area identified for services; and
 - c. The coordinated efforts planned with specific agencies, including but not limited to Hawaii Department of Education, Community Health Centers, Youth Service Centers, and other public and private organizations in the community which are addressing issues related to healthy youth development and specific to the delivery of the proposed services.
- 7. Additionally, transportation of youth and their families to and from service sites must be addressed if it poses a barrier to service delivery. Applicants are expected to include anticipated cost for transportation in their cost proposal to the State.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in an position that necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteer's personnel file and shall be

available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.

- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.
- c. The program staff shall have appropriate qualifications and necessary training to provide the proposed services and activities and demonstrate knowledge, capacity, skills and experience in working with the target population, and be knowledgeable of positive youth development philosophy and strategies.
- d. Applicants shall engage trainers and professionals that have expertise in the subject matter and experience working with the target population and their families to ensure credibility with the target audiences. The trainers should be skilled in conveying information to participants.

2. Administrative

- a. The applicant is required to meet with the State to discuss any aspect of the services.
- b. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- c. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The OYS reserves the right to make modifications to the scope of the services and in the funding amounts that it is currently unable to anticipate. There may be unique circumstances, not limited to directives and decrees from State and Federal agencies that require these modifications be made to continue or improve services. Additionally should funding be increased or decreased, the OYS reserves the right to add in additional or decrease funds at its discretion.
- e. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.

- f. The applicant may not charge youth and/or their families more than a token amount for program services.
- g. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.
- h. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the OYS for review for appropriateness and relevancy.

3. Quality assurance and evaluation specifications

- a. All contracts shall be monitored by the OYS in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include but may not be limited to:
 - 1) The review of amendments and approvals, deemed appropriate by the OYS, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the OYS.
 - 2) Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
 - a) Staff qualification, organization, and effectiveness.
 - b) Outcomes planning, implementation, and evaluation.
 - c) Collaboration (Informal and formal agreements and subcontracts).
 - d) File maintenance and record keeping.
 - e) Facility accessibility, suitability, and safety.
 - f) Transportation and other liability issues.
 - g) Consumer satisfaction.
 - 3) The applicant shall allow the OYS access to all materials, files, and documents relating to the provision of services. In addition, the OYS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.

- b. The applicant must maintain for the term of the contract the system of evaluation developed by the OYS, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions the OYS deems necessary in light of the evaluation data.

4. Output and performance/outcome measurements

- a. An **Outcomes Framework** (outcomes, performance targets, and milestones) will be used for monitoring and results reporting. The Outcomes Framework (OF) for this service will focus on specific achievements and specific changes in youth and family conditions, skills, attitudes, and/or behaviors.
 - 1) ***Performance targets describe the anticipated change in program participants*** that occurs as a consequence of the service provided. The performance target **does not** reflect the actions or behaviors of the agency or the staff in the delivery of the program services. In response to the RFP, applicants must propose and commit to performance targets directly related to the initiatives described in this RFP.
 - 2) ***Milestones describe the sequential actions made by the program participants to indicate they are successfully progressing toward achieving the performance target.*** Applicants should identify the milestones that will most effectively communicate (track and report) the success of program participants and at the same time can be efficiently documented on an ongoing basis.
 - 3) The successful achievement of milestones and performance targets should be verifiable by direct and indirect measures, observable events or behaviors, or indicators identified by the applicant.
- b. Within this OF, applicants must:
 - 1) Base program activities on an assessment of objective data about the relevant risk and protective factors for the target population and communities the applicants propose to service.
 - 2) Design and implement programs and activities for youth based on research or evaluation that provides evidence that the programs used impact knowledge, behavior and/or competencies of the youth involved or contribute to preventing/reducing risk factors and establishing/ strengthening protective factors related to healthy youth development.

- 3) Commit to the performance targets finalized with the OYS as part of the applicants' contractual responsibility and track and report progress through a standard outcomes reporting format and meet periodically with the OYS to review progress and results and to make necessary modifications and corrections.
 - 4) Evaluate programs to assess programs' ability to impact elements of youth development and the desired outcomes. Applicants must also assess progress toward achieving the proposed outcomes, performance targets, and milestones. Furthermore, such evaluation shall be used to improve and strengthen the programs, to revise timelines, to refine the performance targets and milestones, and to make informed decisions regarding future program directions.
 - 5) Use appropriate computer hardware and Microsoft software to record, monitor, and report various data.
- c. Applicants should propose 3-4 performance targets, including numeric projections of achievement as the number of or percent of program participants that will demonstrate an increase or reduction related to achievements made as a result of program participation.
 - d. In order to facilitate the implementation of the OF and enhanced services, the OYS will:
 - 1) Provide technical assistance in developing and refining outcomes, performance targets, and milestones during the term of the contract.
 - 2) Provide technical assistance in using hardware and software to evaluate the progress of the programs.

5. Experience

Applicants shall have a minimum of three (3) years experience designing, implementing, managing, and/or evaluating youth development programs or conducting activities related to those proposed in response to this RFP.

6. Coordination of services

Funded programs shall coordinate with related Federal, State, school, and community efforts and resources to foster interactions and environments that promote positive youth development and healthy behaviors for youth.

7. Reporting requirements for program and fiscal data

Contracts are programmatically and fiscally monitored by the OYS. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the OYS); invoices and expenditure reports; and any issues applicable to services provided. Monitoring will take place at a variety of locations including the applicant's administrative office and the site(s) of service delivery.

OYS will provide applicants diskettes with the required reporting forms upon execution of contracts. In addition, should the OYS amend reporting forms and requirements, diskettes with the revised forms will be provided to the applicants.

Timely program reports as specified by the OYS will be due quarterly and at the end of each budget period.

The applicant shall submit to OYS its final Expenditure Report form no later than 30 days after the end of each budget period.

8. Pricing structure or pricing methodology to be used

Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the applicant for budgeted agreed-upon costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.

9. Units of service and unit rate

Not Applicable.

10. Method of compensation and payment

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) and subject to the following:

After the first payment made in advance, the monthly/quarterly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.

The OYS shall withhold a final payment of one-twelfth (1/12th) the total compensation for each budget period until final settlement of each budget period of a contract. Provided that all expenditures are in compliance with the terms stated in the contract, payment of the lesser of actual costs reported on

the final expenditure report or the contract amount for the budget period will be made.

IV. Facilities

Applicants shall assure the adequacy of the facilities that will be used to conduct the proposed service to ensure the safety and well-being of the target population.

Youth Gang Prevention and Intervention Services

HMS 501-08-01-b

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Department of Human Services (DHS), Office of Youth Services (OYS) is requesting proposals from qualified applicants to provide youth gang prevention and intervention services to youth who are engaging in emerging or more serious gang behavior, who are experiencing circumstances that place them at great risk for gang behavior, and who are overrepresented in the juvenile justice system. The objective of this Request for Proposals (RFP) is to award funds for youth gang prevention and intervention services as a means to address in a comprehensive, coordinated, and collaborative way, youth gang behavior in Hawaii. The youth gang prevention and intervention services include the components of school and community-based prevention and intervention programs and activities; community response teams, and youth gang mediation services.

B. Planning activities conducted in preparation for this RFP

The Office of Youth Services (OYS) is moving towards decentralization by focusing on geographic districts to strengthen community options for youth in more comprehensive ways using regional input. Since September 2005, the Program Development Office has been working with the University of Hawaii's Department of Urban and Regional Development (DURP) on developing a new strategic plan for OYS and learning skills to foster community mobilization and build community capacity. Community profiles were reviewed, using data from multiple data sources. Committed to providing services on a continuum care from primary intervention to re-entry from incarceration, OYS aims to ensure each district has the scope of youth programs appropriate to its need.

To this end, OYS conducted two Requests for Information (RFI) meetings to garner information from the various island districts. The first, held at McCoy Pavilion in March 2006, introduced the decentralization concept to those who attended and included smalls groups broken out by district. Each district was asked to review OYS's continuum of care, identify what was available locally and determine what additional programs and services were needed. A second series of RFI meetings were held by district between September 15 and October 15 to review draft service specifications and discuss how the proposed services would assist in filling service and program gaps.

Information from all meetings was considered when finalizing the Requests for Proposals.

Further information related to youth gang prevention and intervention services was gathered from data sources and agencies such as the UH Center for Youth Research – Social Science Research Institute, UH Center on the Family, Community Profiles, and U.S. Department of Justice – Office of Juvenile Justice and Delinquency Prevention (OJJDP).

C. Description of the goals of the service

The OYS is looking for qualified applicants to provide youth gang prevention and intervention programs and services to youth who are engaging in emerging or more serious gang behavior. Interested Applicants should propose specific programs and services that will address the unique needs and issues of youth in their community and contribute to the following objectives:

- a. To tailor youth gang prevention and intervention services to address the unique needs of the constituents and to be responsive to the needs and interests of the community.
- b. To engage agency staff and others who interact with youth in the development, implementation, evaluation, and institutionalization of effective curriculum or models of service which are research-based and that have shown effective in developing competencies of youth.
- c. To enhance coordination efforts to address youth gang prevention and intervention services by formal and informal collaborative agreements that are established and maintained amongst public and private agencies and institutions, including schools and faith-based organizations located within and/or serving the same community.

D. Description of the target population to be served

The target population for the service includes youth between the ages of 11 and 18 who are engaging in emerging or more serious gang behavior and who are youth of Marshallese, Micronesian, Samoan, Hawaiian, Filipino and African-American ancestry who may be over-represented within the juvenile justice system.

E. Geographic coverage of service

The focus is the geographic areas demonstrating greatest need for such services. It is anticipated that the funds will be awarded for services in the following areas: Honolulu, Central, Leeward, and an additional unspecified or “at large” area to be determined. The OYS reserves the right to make

awards based on the uniqueness and appropriateness of the proposals in addressing youth gang issues. Should an inadequate number of responsive and responsible proposals be submitted for a geographic area or should sufficient monies be available, OYS reserves the right to allocate additional funds to those applicants who have submitted acceptable proposals.

F. Probable funding amounts, source, and period of availability

1. **Funding Period:** 7/1/07 – 6/30/09
2. **Approximate Total Amount of General Funds:** **\$330,000.00**
3. The OYS anticipates funds to be awarded for one 24-month period, subject to the availability of funds and quality of program services. There may be a possibility for an extension of the initial award period up to two additional 12-month periods should funds become available. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.
4. While no exact funding amounts have been pre-determined, the OYS anticipates each award to be approximately **\$75,000.00**
5. The OYS reserves the right to make modifications to the scope of services and in the funding amounts that it is unable to anticipate now. There may be unique circumstances, not limited to federal grants, which require these modifications be made to continue or to improve services. Additionally, should funding be increased or decreased, the OYS reserves the right to add in additional funds or decrease funds at its discretion.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

If awarded the contract, the Applicant shall:

1. Meet all State and County licensing requirements, if any, to operate business.
2. Arrange for a financial and compliance audit to be done and submitted to the OYS as directed in accordance with “Government OMB Circular A-133” if Applicant expends \$500,000 or more in federal funds in a year.
3. Refund to the State any funds unexpended or expended inappropriately.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.Planned secondary purchases: None**C. Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as the OYS deems appropriate to best meet the needs of the State after all proposals are reviewed.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms: The initial term of the contract shall commence on or after July 1, 2007 or Notice to Proceed, whichever is later, and continue through June 30, 2009. There may be a possibility for extension of the initial award period up to two additional 12-month periods should funds become available. The maximum length of the contract shall be forty-eight (48) months. The conditions for extension must be in writing and any extension must be executed prior to the expiration of the initial term of the contract and any subsequent extension. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

RFP Contact Person: Edralyn Caberto
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813
Phone: 808.587.5700
Fax: 808.587.5734
Email: emcelroy@dhs.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. Services shall be provided to youth who are engaging in emerging or more serious gang behavior and who are overrepresented in the juvenile justice system as a means to address youth gang behavior in Hawaii in a coordinated, comprehensive, and collaborative way. This includes school and community-based youth gang prevention and intervention services and activities; development and maintenance of community youth gang response teams; and providing formal youth gang mediation services.
2. All funded service activities shall incorporate meaningful connections to the components of the Youth Gang Prevention and Intervention Services as well as to the OYS vision and mission. Applicants shall minimally choose one or more of the three service activities listed below:
 - a. School or Community-Based Youth Gang Prevention and Intervention. This includes, but is not limited to, activities directly related to referring juveniles who are engaged in emerging or more serious youth gang behavior to youth service agencies; counseling such youth in collaboration with school guidance programs; assisting community-based agencies in targeting such youth for job/career development, academic enrichment, and social skills enhancement; and activities targeting chronic truants.
 - b. Community Response Team. This includes, but is not limited to, activities directly related to strategic community-level efforts to address emerging or serious gang problems identified by communities statewide. The applicant shall provide training and technical assistance and guide the Community Response Team (CRT) in the implementation of community-level projects that will help to address gang-related issues in a community. The training and technical assistance process shall include residents, service providers, and other concerned community members. The applicant shall provide the CRT

and others with increased awareness of the basic concepts of strategic community-level mobilization, including sustainability.

- c. **Youth Gang Mediation.** This includes, but is not limited to, conducting formal mediation services to youth gang members. The mediation process shall provide dispute resolution in which one or more impartial third parties intervenes in a conflict with the consent of the disputants and assists them in negotiating a consensual and informal agreement. Mediators shall provide a safe place for people involved in a conflict to talk freely and openly. The goal of the mediation process is to empower everyone involved by learning how to improve their conflict resolution and communication skills so that the next time they encounter a problem, they can solve it on their own.
3. For each of the selected service activities, applicants shall describe the following:
 - a. **Definition of emerging and more serious youth gang behavior.** Support this section with referenced citations and/or definitions from current demographic, school, health, law enforcement, or juvenile justice reports/research.
 - b. **The target group for each of the proposed stated service activities.** Including a description of the age range, estimated numbers to be served, and the circumstances (individual, school, family) that place this target group at great risk for engagement in emerging or more serious youth gang behavior. Support this section with referenced citations from current demographic, school, health, or juvenile justice reports/research.
 - c. **The community circumstances,** for one or more communities that will be served, that place youth at great risk for engagement in emerging or more serious gang behavior (such as poverty, unemployment, substance abuse, high rates of in-migration, etc.) Support this section with referenced citations from current demographic, school, health, or juvenile justice reports/research.
 4. Applicants shall describe in detail, the one or more major activities or programs that will be used to conduct the stated service activities. Each activity or program description shall include the following:
 - a. The service activity and desired outcome.
 - b. The start date, end date, and frequency (daily, weekly, monthly), and duration (1 hour, 2 hours, 3 hours) of each activity.

- c. A description of who will be delivering this activity, including position title, qualifications, and amount of time and personnel costs allocated to the service activity(s).
- d. Specific location(s) of the activity.
- e. Detailed description of each activity.
- f. Detailed description of the process that will be used to assess for emerging or more serious gang behavior.
- g. The skills, knowledge, values, and behaviors that will either be enhanced or achieved as a result of this activity.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in an position that necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteer's personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.
- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.
- c. The program staff shall have appropriate qualifications and necessary training to provide the propose services and activities and demonstrate knowledge, capacity, skills and experience in working with the target population, and be knowledgeable of youth gang prevention and intervention philosophy and strategies.
- d. Applicants shall engage trainers and professionals that have expertise in the subject matter and experience working with the target

population and their families to ensure credibility with the target audiences. The trainers should be skilled in conveying information to participants.

2. Administrative

- a. The applicant is required to meet with the State to discuss any aspect of the services.
- b. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- c. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The OYS reserves the right to make modifications to the scope of the services and in the funding amounts that it is currently unable to anticipate. There may be unique circumstances, not limited to directives and decrees from State and Federal agencies that require these modifications be made to continue or improve services. Additionally should funding be increased or decreased, the OYS reserves the right to add in additional or decrease funds at its discretion.
- e. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- f. The applicant may not charge youth and/or their families more than a token amount for program services.
- g. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.
- h. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the OYS for review for appropriateness and relevancy.

3. Quality assurance and evaluation specifications

- a. All contracts shall be monitored by the OYS in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include but may not be limited to:
 - 1) The review of amendments and approvals, deemed appropriate by the OYS, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the OYS.
 - 2) Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
 - i. Staff qualification, organization, and effectiveness.
 - ii. Outcomes planning, implementation, and evaluation.
 - iii. Collaboration (Informal and formal agreements and subcontracts).
 - iv. File maintenance and record keeping.
 - v. Facility accessibility, suitability, and safety.
 - vi. Transportation and other liability issues.
 - vii. Consumer satisfaction.
 - 3) The applicant shall allow the OYS access to all materials, files, and documents relating to the provision of services. In addition, the OYS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.
- b. The applicant must maintain for the term of the contract the system of evaluation developed by the OYS, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions the OYS deems necessary in light of the evaluation data.

4. Output and performance/outcome measurements

- a. An **Outcomes Framework** (outcomes, performance targets, and milestones) will be used for monitoring and results reporting. The Outcomes Framework (OF) for this service will focus on specific achievements and specific changes in youth and family conditions, skills, attitudes, and/or behaviors.

- 1) **Performance targets** describe the anticipated change in program participants that occurs as a consequence of the service provided. The performance target does not reflect the actions or behaviors of the agency or the staff in the delivery of the program services. In response to the RFP, applicants must propose and commit to performance targets directly related to the initiatives described in this RFP.
 - 2) **Milestones** describe the sequential actions made by the program participants to indicate they are successfully progressing toward achieving the performance target. Applicants should identify the milestones that will most effectively communicate (track and report) the success of program participants and at the same time can be efficiently documented on an ongoing basis.
 - 3) The successful achievement of milestones and performance targets should be verifiable by direct and indirect measures, observable events or behaviors, or indicators identified by the applicant.
- b. Within this OF, applicants must:
- 1) Base program activities on an assessment of objective data about the relevant risk and protective factors for the target population and communities the applicants propose to service.
 - 2) Design and implement programs and activities for youth based on research or evaluation that provides evidence that the programs used impact knowledge, behavior and/or competencies of the youth involved or contribute to preventing/reducing risk factors and establishing/ strengthening protective factors related to healthy youth development.
 - 3) Commit to the performance targets finalized with the OYS as part of the applicants' contractual responsibility and track and report progress through a standard outcomes reporting format and meet periodically with the OYS to review progress and results and to make necessary modifications and corrections.
 - 4) Evaluate programs to assess programs' ability to impact elements of youth development and the desired outcomes. Applicants must also assess progress toward achieving the proposed outcomes, performance targets, and milestones. Furthermore, such evaluation shall be used to improve and strengthen the programs, to revise timelines, to refine the performance targets and milestones, and to make informed decisions regarding future program directions.

- 5) Use appropriate computer hardware and Microsoft software Access and Excel to record, monitor, and report various data.
- c. Applicants should propose 3-4 performance targets, including numeric projections of achievement as the number of or percent of program participants that will demonstrate an increase or reduction related to achievements made as a result of program participation.
- d. In order to facilitate the implementation of the OF and enhanced services, the OYS will:
 - 1) Provide technical assistance in developing and refining outcomes, performance targets, and milestones during the term of the contract.
 - 2) Provide technical assistance in using hardware and software to evaluate the progress of the programs.

5. Experience

Applicants shall have a minimum of three (3) years experience designing, implementing, managing, and/or evaluating youth gang prevention and intervention services or conducting activities related to those proposed in repose to this RFP.

6. Coordination of services

Funded programs shall coordinate with related Federal, State, school, and community efforts and resources to foster interactions and environments that promote positive youth development and healthy behaviors for youth.

7. Reporting requirements for program and fiscal data

Contracts are programmatically and fiscally monitored by the OYS. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the OYS); invoices and expenditure reports; and any issues applicable to services provided. Monitoring will take place at a variety of locations including the applicant's administrative office and the site(s) of service delivery.

OYS will provide applicants diskettes with the required reporting forms upon execution of contracts.

Timely program reports as specified by the OYS will be due quarterly and at the end of each budget period. .

The applicant shall submit to OYS its final Expenditure Report form no later than 30 days after the end of each budget period.

8. Pricing structure or pricing methodology to be used

Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the applicant for budgeted agreed-upon costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.

9. Units of service and unit rate

Not Applicable.

10. Method of compensation and payment

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) and subject to the following:

After the first payment made in advance, the monthly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.

The OYS shall withhold a final payment of one-twelfth (1/12th) the total compensation for each budget period until final settlement of each budget period of a contract. Provided that all expenditures are in compliance with the terms stated in the contract, payment of the lesser of actual costs reported on the final expenditure report or the contract amount for the budget period will be made.

IV. Facilities

Applicants shall assure the adequacy of the facilities that will be used to conduct the proposed service to ensure the safety and well-being of the target population.

Truancy Prevention and In-School Suspension

HMS 501-08-01-c

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Department of Human Services (DHS), Office of Youth Services (OYS) is requesting proposals from qualified applicants to provide truancy prevention and in-school suspension programs. The objective of this Request for Proposals (RFP) is to award funds to qualified applicants to implement curriculum and/or provide services and activities designed to help youth stay in school and avoid unproductive and anti-social behaviors that could lead to school suspension and expulsion. Services should incorporate effective practices to enhance school engagement and performance to ensure educational success for at-risk youth and their families. Educational success can be defined in terms of high school completion and positive educational outcomes for youth.

The OYS recognizes that school engagement and educational performance is integral to improve outcomes for youth who are at the greatest risk of substance abuse, delinquency, and dropping out of school. School engagement refers to students and families being actively involved in learning at school. It also includes school, family and community partnerships that are dedicated to school completion for every child. An effective approach to school success is the integration of the 3A's: **attendance**, **attachment**, and **achievement** (National Center for School Engagement). Promoting **attendance** involves the design and implementation of evidence-based strategies to reduce excused and unexcused absences. Promoting **attachment** involves establishing meaningful connections with youth and their families through caring, support, and mutually-defined expectations. It includes developing positive school climates, family and community engagement, and student-focused programs and activities. Promoting **achievement** involves ensuring that students have the tools and resources to complete courses and graduate from high school.

The intent of the OYS is to award funds for truancy prevention and in-school suspension programs across the State based on the needs identified and appropriate services proposed to address those needs in particular geographic regions. Funding may be used to identify, develop, and implement effective curriculum or models of service which are evidenced-based and that can be appropriately replicated in Hawaii. The service tasks to be delivered by the applicants include the following:

- Build on and enhance community resources to provide positive learning and development opportunities for youth;
- Be responsive to needs and desires of the community when designing services and programs for youth;
- Make contact with truant youth within a defined region/community and connect them to appropriate resources, services, and activities, justice system or non-justice, both public and private;
- Target the development, enhancement, or extension of services to youth and their families that focus their intervention on improving academics, improving attendance (decreasing truancy), and decreasing disciplinary actions (suspension and expulsion from school); and,
- Deliver prevention services and positive learning activities to develop educational competencies, and social responsibility of youth. Activity areas include academic tutoring; community service and service learning; character development and youth leadership; and, mentoring and intergenerational programs.

B. Planning activities conducted in preparation for this RFP

The Office of Youth Services (OYS) is moving towards decentralization by focusing on geographic districts to strengthen community options for youth in more comprehensive ways using regional input. Since September 2005, the Program Development Office has been working with the University of Hawaii's Department of Urban and Regional Development (DURP) on developing a new strategic plan for OYS and learning skills to foster community mobilization and build community capacity. Community profiles were reviewed, using data from multiple data sources. Committed to providing services on a continuum care from primary intervention to re-entry from incarceration, OYS aims to ensure each district has the scope of youth programs appropriate to its need.

To this end, OYS conducted two Requests for Information (RFI) meetings to garner information from the various island districts. The first, held at McCoy Pavilion in March 2006, introduced the decentralization concept to those who attended and included smalls groups broken out by district. Each district was asked to review OYS's continuum of care, identify what was available locally and determine what additional programs and services were needed. A second series of RFI meetings were held by district between September 15 and October 15 to review draft service specifications and discuss how the proposed services would assist in filling service and program gaps.

Information from all meetings was considered when finalizing the Requests for Proposals.

Further information related to truancy and school attendance was gathered from the data sources and agencies such as the Hawaii State Department of Health (student surveys, Hawaii Building Partnerships for Youth), Hawaii State Department of Education (Truancy Reduction Project 2005), the UH Center on the Family, Community Profiles, and U.S. Department of Justice-Office of Juvenile Justice and Delinquency Prevention (OJJDP).

C. Description of the goals of the service

The OYS is looking for qualified applicants to provide truancy prevention and in-school suspension programs and services. Interested Applicants should propose specific programs and services that will address the unique needs and issues of youth in their community and contribute to the following objectives:

1. To tailor truancy prevention and in-school suspension programs to address the unique needs of the youth and to be responsive to the needs and interests of the community in regards to educational success.
2. To engage agency staff and others who interact with youth in the development, implementation, evaluation, and institutionalization of effective curriculum or models of service which are research-based and that have shown to be effective in developing competencies of youth.
3. To enhance coordination efforts to focus on truancy prevention and in-school suspension programs by formal and informal collaborative agreements that are established and maintained amongst public and private agencies and institutions, including schools and faith-based organizations located within and/or serving the same community in order to address the social/emotional issues of these students and their families.

D. Description of the target population to be served

The target population for the service includes youth ages 7 to 18 years old that are at risk for truancy and chronic absences and are youth of Marshallese, Micronesian, Samoan, Hawaiian, Filipino and African-American ancestry who may be over-represented within the juvenile justice system.

E. Geographic coverage of service

The request is for services to be provided in various regions – Oahu (Leeward, Honolulu, Windward, and Central), Maui, Molokai/Lanai, E. Hawaii, W. Hawaii, and Kauai. The OYS reserves the right to make awards based on the uniqueness and appropriateness of the proposals in addressing prevention issues of specific communities and the best configuration of prevention services statewide. Should an inadequate number of responsive and responsible proposals be submitted for a geographic area or should sufficient monies be available, OYS reserves the right to allocate additional funds to those applicants who have submitted acceptable proposals.

F. Probable funding amounts, source, and period of availability

1. **Funding Period:** 7/1/07 – 6/30/09
2. **Approximate Total Amount of General Funds:** \$550,000.00*

**Funds have not yet been appropriated for this service area.*

3. The OYS anticipates funds to be awarded for one 24-month period, subject to the availability of funds and quality of program services. There may be a possibility for an extension of the initial award period up to two additional 12-month periods should funds become available. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.
4. While no exact funding amounts have been pre-determined, the OYS anticipates each award to be approximately \$100,000.00
5. The OYS reserves the right to make modifications to the scope of services and in the funding amounts that it is unable to anticipate now. There may be unique circumstances, not limited to federal grants, which require these modifications be made to continue or to improve services. Additionally, should funding be increased or decreased, the OYS reserves the right to add in additional funds or decrease funds at its discretion.

II. General Requirements**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

If awarded the contract, the Applicant shall:

1. Meet all State and County licensing requirements, if any, to operate business.
2. Arrange for a financial and compliance audit to be done and submitted to the OYS as directed in accordance with "Government OMB Circular A-133" if Applicant expends \$500,000 or more in federal funds in a year.
3. Refund to the State any funds unexpended or expended inappropriately.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as the OYS deems appropriate to best meet the needs of the State after all proposals are reviewed.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms: The initial term of the contract shall commence on or after July 1, 2007 or Notice to Proceed, whichever is later, and continue through June 30, 2009. There may be a possibility for extension of the initial award period up to two additional 12-month periods should funds become available. The maximum length of the contract shall be forty-eight (48) months. The conditions for extension must be in writing and any extension must be executed prior to the expiration of the initial term of the contract and any subsequent extension. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of

Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

RFP Contact Person:	Edralyn Caberto Office of Youth Services 820 Mililani Street, Suite 817 Honolulu, Hawaii 96813 Phone: 808.587.5700 Fax: 808.587.5734 Email: emcelroy@dhs.hawaii.gov
---------------------	---

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

- 1. Service Framework.** Priority will be given to proposed services reflecting the philosophy that all youth are valuable and worthwhile and should be helped to reach their full potential. The focus should be on youth in the context of families and specific communities; therefore, services provided should be:
 - a. Holistic in nature, impacting the mind, attitude, and behavior;
 - b. Outcome-based and performance target focused;
 - c. Based on valid, reliable research;
 - d. Collaborative in nature;
 - e. Culturally, developmentally, and gender-appropriate; and
 - f. Provided by nurturing and caring adults; and,
 - g. Strength-based, building on and enhancing the unique talents and interests of each individual.
- 2. Specific Program Activities.** The applicant shall directly or through subcontracts provide services and activities matched to the cognitive, physical, social, and emotional developmental abilities of youth, as well as, sensitive to the unique needs of each program participant and

responsive to the strengths and unique needs of both females and males. The program activities should include the following:

- a. **Promote attendance** which involves the design and implementation of evidence-based strategies to reduce excused and unexcused absences.
- b. **Promote attachment** which involves establishing meaningful connections with youth and their families through caring, support, and mutually-defined expectations. It includes developing positive school climates, family and community engagement, and,
- c. **Promote achievement** which involves ensuring that students have the tools and resources to complete courses and graduate from high school.
- d. **Other program activities**, including but not limited to:
 - 1) **Assess community needs and resources.**
 - a) Engage community members to actively participate in identifying and prioritizing needs and services offered to ensure the appropriateness and comprehensiveness of services for the targeted youth.
 - b) Collaborate and cooperate with other agencies within the community, especially the schools to plan and implement programs for the targeted youth to assure youth have access to resources and services and to effectively meet their needs.
 - 2) **Make contact with and engage at-risk youth and their families.**
 - a) Accept youth into the program, recording relevant (demographic) information for data collection, tracking and follow up support purposes. Determine appropriateness of the program for the youth who may be referred to the program. Assess youth and family strengths, competencies, and needs to determine and plan appropriate program activities.
 - b) Engage, motivate, and empower the youth and family to strengthen their support systems and enhance their capacity to resolve their problems and to mediate crisis, and to act on their own behalf.

- c) Assist youth in identifying goals and objectives and develop milestones, activities and methods to assist youth achieve established goals.

3) Connect at-risk youth to existing resources and services.

- a) Establish a collaborative and integrated approach with other community resources to serve the youth targeted by this service through formal agreements, sub-contractual arrangements, memorandum of agreement, and/or letters of agreement with other agencies and/or community groups.
- b) Make successful connections between youth and family and appropriate (continuum of care) services and resources in the community.
- c) Advocate on the youth or family's behalf to secure resources necessary to achieve their goals.

4) Provide responsive services, activities, and programs.

- a) Provide services that reflect the culture, ethnicity, and identity of the program participants and that are delivered within contexts that promote an understanding and appreciation of the ethnic and cultural diversity of the community and provide youth with opportunities to develop an understanding of self and one's culture and a sense of identity and belonging and promote the development of competencies in youth.
- b) Specifically address the areas of social well-being, knowledge, reasoning and creativity, vocational preparation, and social responsibility through activity types described below:
 - i) Educational Development activities such as tutoring, alternative education, and/or peer tutoring that promote academic improvement, coursework completion and high school graduation to prepare youth for higher level academic and/or vocational education. Connect and collaborate with schools to address needs of youth.
 - ii) Character and Leadership Development activities that encourage students to be confident, responsible, positive, determined, compassionate, and reflective

leaders by deepening student understanding of such concepts as integrity, social justice and leadership. Good character through self-reflection, creates community among students and teachers, improves literacy skills, and teaches students how to be positive participants in their own and their peers' education.

- iii) Community Service and Service Learning activities that engage youth and provide them with significant roles in planning and implementing activities, as well as opportunities to contribute to the organization and the community.
- iv) Intergenerational Programs that provide youth with opportunities to be involved with adults in meaningful interactions and quality relationships that are consistent and that provide approval for pro-social behaviors and sanctions for antisocial behaviors.

3. Assessment of Need and Readiness. Applicants must make an assessment of needs and community readiness for the proposed services. Applicants should identify and justify the need for prevention programs and services within the community that they anticipate serving. A comprehensive needs assessment shall include information from reliable data sources, identified risk and protective factors, reports, studies, and strategic plans or planning efforts that substantiate the needs of the target group(s) and community that the proposed services are intended to address. The assessment should include the rate of drug use, delinquency, teen pregnancy, or other risky behaviors prevalent for youth of the identified community or geographic area. Applicants should also provide information and documentation of the community "readiness" to actively address positive youth development, as well as to actively support the implementation of the proposed services.

4. Implementation of Effective Practices. Priority will be given to applicants proposing to implement strategies that have shown effective in enhancing school engagement and performance to ensure educational success. Effective strategies and programs have the following characteristics:

- a. Involve families.
- b. Strengthen academic skills and opportunities.
- c. Provide for outreach and advocacy services.

- d. Provide youth development activities that enhance self-esteem.
- e. Ensure access to social, emotional and behavioral counseling.
- f. Employ a variety of teaching methods designed to involve the youth and have them personalize the information.
- g. Incorporate behavioral goals, teaching methods, and materials that are appropriate to the age, experience, and culture of the program participants.
- h. Implement strategy or intervention for a sufficient length of time to complete activities adequately.
- i. Adults and peer leaders believe in the program they are implementing and have been provided training.

5. Program Design and Evaluation. The description of the design, implementation, and evaluation of the proposed services should include, but not be limited to:

- a. The process the applicant has utilized or will utilize to identify truancy prevention and in-school suspension programs models/curricula that are research-based and that would be effective in addressing the needs of youth and families within its community;
- b. The plans to train current agency staff to provide prevention services;
- c. The means and process for identifying, engaging, and enrolling youth and families for services and maintaining their participation;
- d. The means by which the agency will assess the impact of the services on program participants; and
- e. The process the agency will undertake for design changes to refine programs to ensure that the needs of youth and families are effectively addressed.

6. Coordination and Linkages. Coordination and cooperation across agency programs as well as, amongst agencies within the community to plan and implement programs for youth is essential to ensure youth have access to resources and services to more effectively meet their needs. Applicants should describe how the proposed services are coordinated by addressing the following:

- a. The existing and past activities that demonstrate the applicant's capacity for working with other agencies and resources to provide effective prevention services in the community or geographic area identified for services; and
 - b. The coordinated efforts planned with specific agencies, including but not limited to Hawaii Department of Education, Community Health Centers, Youth Service Centers, and other public and private organizations in the community which are addressing issues related to healthy youth development and specific to the delivery of the proposed services.
7. Additionally, transportation of youth and their families to and from service sites must be addressed if it poses a barrier to service delivery. Applicants are expected to identify alternative modes of transportation and include anticipated cost for transportation (bus passes, gas coupons, taxi vouchers and the like) in their cost proposal to the State.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in a position that necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteer's personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.
- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.
- c. The program staff shall have appropriate qualifications and necessary training to provide the proposed services and activities and demonstrate

knowledge, capacity, skills and experience in working with the target population, and be knowledgeable of positive youth development philosophy and strategies.

- d. Applicants shall engage trainers and professionals that have expertise in the subject matter and experience working with the target population and their families to ensure credibility with the target audiences. The trainers should be skilled in conveying information to participants.

2. Administrative

- a. The applicant is required to meet with the State to discuss any aspect of the services.
- b. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- c. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The OYS reserves the right to make modifications to the scope of the services and in the funding amounts that it is currently unable to anticipate. There may be unique circumstances, not limited to directives and decrees from State and Federal agencies that require these modifications be made to continue or improve services. Additionally should funding be increased or decreased, the OYS reserves the right to add in additional or decrease funds at its discretion.
- e. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- f. The applicant may not charge youth and/or their families more than a token amount for program services.
- g. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to

the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.

- h. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the OYS for review for appropriateness and relevancy.

3. Quality assurance and evaluation specifications

- a. All contracts shall be monitored by the OYS in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include but may not be limited to:
 - 1) The review of amendments and approvals, deemed appropriate by the OYS, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the OYS.
 - 2) Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
 - i. Staff qualification, organization, and effectiveness.
 - ii. Outcomes planning, implementation, and evaluation.
 - iii. Collaboration (Informal and formal agreements and subcontracts).
 - iv. File maintenance and record keeping.
 - v. Facility accessibility, suitability, and safety.
 - vi. Transportation and other liability issues.
 - vii. Consumer satisfaction.
 - 3) The applicant shall allow the OYS access to all materials, files, and documents relating to the provision of services. In addition, the OYS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.

- b. The applicant must maintain for the term of the contract the system of evaluation developed by the OYS, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions the OYS deems necessary in light of the evaluation data.

4. Output and performance/outcome measurements

- a. An **Outcomes Framework** (outcomes, performance targets, and milestones) will be used for monitoring and results reporting. The Outcomes Framework (OF) for this service will focus on specific achievements and specific changes in youth and family conditions, skills, attitudes, and/or behaviors.
 - 1) **Performance targets** describe the anticipated change in program participants that occurs as a consequence of the service provided. The performance target does not reflect the actions or behaviors of the agency or the staff in the delivery of the program services. In response to the RFP, applicants must propose and commit to performance targets directly related to the initiatives described in this RFP or specifically, to reduce truancy and increase school participation through activities that promote attendance, attachment and achievement.
 - 2) **Milestones** describe the sequential actions made by the program participants to indicate they are successfully progressing toward achieving the performance target. Applicants should identify the milestones that will most effectively communicate (track and report) the success of program participants and at the same time can be efficiently documented on an ongoing basis.
 - 3) The successful achievement of milestones and performance targets should be verifiable by direct and indirect measures, observable events or behaviors, or indicators identified by the applicant.
- b. Within this OF, applicants must:
 - 1) Base program activities on an assessment of objective data about the relevant risk and protective factors for the target population and communities the applicants propose to service.
 - 2) Design and implement programs and activities for youth based on research or evaluation that provides evidence that the programs used impact knowledge, behavior and/or competencies of the

youth involved or contribute to preventing/reducing risk factors and establishing/ strengthening protective factors related to healthy youth development.

- 3) Commit to the performance targets finalized with the OYS as part of the applicants' contractual responsibility and track and report progress through a standard outcomes reporting format and meet periodically with the OYS to review progress and results and to make necessary modifications and corrections.
 - 4) Evaluate programs to assess programs' ability to impact elements of youth development and the desired outcomes. Applicants must also assess progress toward achieving the proposed outcomes, performance targets, and milestones. Furthermore, such evaluation shall be used to improve and strengthen the programs, to revise timelines, to refine the performance targets and milestones, and to make informed decisions regarding future program directions.
 - 5) Use appropriate computer hardware and Microsoft software Access and Excel to record, monitor, and report various data.
- c. Applicants should propose 3-4 performance targets, including numeric projections of achievement as the number of or percent of program participants that will demonstrate an increase or reduction related to achievements made as a result of program participation.
- d. In order to facilitate the implementation of the OF and enhanced services, the OYS will:
- 1) Provide technical assistance in developing and refining outcomes, performance targets, and milestones during the term of the contract.
 - 2) Provide technical assistance in using hardware and software to evaluate the progress of the programs.

5. Experience

Applicants shall have a minimum of three (3) years experience designing, implementing, managing, and/or evaluating youth development programs or conducting activities related to those proposed in response to this RFP.

6. Coordination of services

Funded programs shall coordinate with related Federal, State, school, and community efforts and resources to foster interactions and environments that promote positive youth development and healthy behaviors for youth.

7. Reporting requirements for program and fiscal data

Contracts are programmatically and fiscally monitored by the OYS. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the OYS); invoices and expenditure reports; and any issues applicable to services provided. Monitoring will take place at a variety of locations including the applicant's administrative office and the site(s) of service delivery.

OYS will provide applicants diskettes with the required reporting forms upon execution of contracts. In addition, should the OYS amend reporting forms and requirements, diskettes with the revised forms will be provided to the applicants.

Timely program reports as specified by the OYS will be due quarterly and at the end of each budget period.

The applicant shall submit to OYS its final Expenditure Report form no later than 30 days after the end of each budget period.

8. Pricing structure or pricing methodology to be used

Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the applicant for budgeted agreed-upon costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.

9. Units of service and unit rate

Not Applicable.

10. Method of compensation and payment

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) and subject to the following:

After the first payment made in advance, the monthly/quarterly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.

The OYS shall withhold a final payment of one-twelfth (1/12th) the total compensation for each budget period until final settlement of each budget period of a contract. Provided that all expenditures are in compliance with the terms stated in the contract, payment of the lesser of actual costs reported on the final expenditure report or the contract amount for the budget period will be made.

IV. Facilities

Applicants shall assure the adequacy of the facilities that will be used to conduct the proposed service to ensure the safety and well-being of the target population.

Attendant Care

HMS 501-08-01-d

Section 2

Service Specifications

I. Introduction

A. Overview, Purpose Or Need

In the recent past, arrested youth have been inappropriately secured in locked cells and rooms, or handcuffed to stationary objects while awaiting release to parents. Arrested youth were also occasionally placed in jails and police lockups as a form of punishment.

In response to this inappropriate treatment of arrested youth, Congress passed the Juvenile Justice & Delinquency Prevention Act (JJDPA) of 1974, as amended, P.L. 93-415, 42 U.S.C. 5601 et. seq. Sections 223(a) (12), (13), (14), and (23) of the Act mandates the removal of status offenders from jails and lockups and inappropriate placements in juvenile detention and correctional facilities; the removal of juvenile law violators from jails and lockups after a limited time; and the sight and sound separation of juveniles in temporary custody at a jail or lockup from adult inmates or trustees. Additionally, the JJDPA stipulates that the over representation of ethnic minorities in the juvenile justice system be addressed. Hawaii Revised Statutes 571-32 mirrors the JJPDA and authorizes the OYS to monitor and inspect police station cellblocks and community correctional facilities for compliance with the federal mandates.

The OYS is addressing the needs of these status offenders and non-violent juvenile law violators by providing Statewide attendant care and referral services to these arrested youth and their families, especially those of Micronesian, Hawaiian, Filipino, Samoan, and African-American ancestry--ethnic minorities over-represented the State's juvenile justice system.

B. Planning Activities Conducted In Preparation For This RFP

The Office of Youth Services (OYS) is moving towards decentralization by focusing on geographic districts to strengthen community options for youth in more comprehensive ways using regional input. Since September 2005, the Program Development Office has been working with the University of Hawaii's Department of Urban and Regional Development (DURP) on developing a new strategic plan for OYS and learning skills to foster community mobilization and build community capacity. Community profiles were reviewed, using data from multiple data sources. Committed to providing services on a continuum care from primary intervention to re-entry from incarceration, OYS aims to ensure each district has the scope of youth programs appropriate to its need.

To this end, OYS conducted two Requests for Information (RFI) meetings to garner information from the various island districts. The first, held at McCoy Pavilion in March 2006, introduced the decentralization concept to those who attended and included small groups broken out by district. Each district was asked to review OYS's continuum of care, identify what was available locally and determine what additional programs and services were needed. A second series of RFI meetings were held by district between September 15 and October 15 to review draft service specifications and discuss how the proposed services would assist in filling service and program gaps. Information from all meetings was considered when finalizing the Requests for Proposals.

C. Description Of The Goals Of The Service

The goals of Attendant Care are:

1. To ensure that status offenders and non-violent, minor law violators do not enter, or if they have entered, are removed, after a limited time, from jails and lockups.
2. To refer these youth and their families to early intervention service providers, including community based outreach and advocacy services that can prevent or minimize these youth's penetration into the juvenile justice system.

D. Description Of The Target Population To Be Served

The target population are youth, ages 10-17, who have been arrested for status offenses including curfew violations, truancy, runaway, and being beyond parental control; and non-violent, minor law violations, including possession or drinking of alcohol. Of special concern are the youths of ethnic groups over-represented in juvenile arrests—the Micronesian, Hawaiian, Filipino, Samoan, and African-American youth.

E. Geographic Coverage Of Service

The request is for Attendant Care services to be provided in various regions--Oahu (Leeward, Honolulu, Windward, and Central), Maui, Molokai/Lanai, East Hawaii, West Hawaii, and Kauai. The OYS reserves the right to make awards based on 1) the uniqueness and appropriateness of the proposals in addressing attendant care issues of the specific communities focused on in the applicant's proposal; and 2) the configuration of attendant care services that the OYS deems as best for the State.

F. Probable Funding Amounts, Source, And Period Of Availability

1. **Funding Period:** 7/1/07 – 6/30/09
2. **Approximate Total Amount of General Funds:** **\$330,000.00**
3. The OYS expects to award funds for one 24-month period, subject to the availability of funds and quality of program services, with the possibility of extending the initial award period up to two additional 12-month periods should funds become available. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.
4. While no exact funding amounts have been pre-determined, the OYS anticipates each award to be approximately **\$30,000.00**
5. The OYS reserves the right to make modifications to the Scope of Services and the funding amounts in light of unique circumstances, not limited to changes in federal grants, which require modification in services and funding in order to continue or to improve services. Additionally, should funding be increased or decreased, the OYS reserves the right to add additional contract funds or decrease contract funds at the OYS's discretion.

II. General Requirements**A. Specific Qualifications Or Requirements, Including But Not Limited To Licensure Or Accreditation**

If awarded the contract, the Applicant shall:

1. Meet all State and County licensing requirements, if any, to operate business.
2. Arrange for a financial and compliance audit to be done and submitted to the OYS as directed in accordance with "Government OMB Circular A-133" if Applicant expends \$500,000 or more in federal funds in a year.
3. Refund to the State any funds unexpended or expended inappropriately.

B. Secondary Purchaser Participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

C. Multiple Or Alternate Proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single Or Multiple Contracts To Be Awarded

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as the OYS deems appropriate to best meet the needs of programs and communities statewide after all proposals are reviewed

E. Single Or Multi-Term Contracts To Be Awarded

(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms: The initial term of the contract shall commence on or after September 1, 2007 or Notice to Proceed, whichever is later, and continue through August 31, 2009, with the possibility for extension of the initial award period up to two additional 12-month periods should funds become available. The maximum length of the contract shall be forty-eight (48) months. The conditions for extension must be in writing and any extension must be executed prior to the expiration of the initial term of the contract and any subsequent extension. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

F. RFP Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

RFP Contact Person: Edralyn Caberto
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813
Phone: 808-587-5700

Fax: 808-587-5734
emcelroy@dhs.hawaii.gov

III. Scope of Work

The Scope of Work encompasses the following tasks and responsibilities:

A. Service Activities

1. **Service Framework.** Priority will be given to proposed services that reflect the philosophy that all youth are valuable and worthwhile and should be helped to reach their full potential. The focus should be on youth in the context of families and specific communities; therefore, services provided should be:
 - a. Holistic in nature, impacting the mind, attitude, and behavior;
 - b. Outcome-based and performance measure focused;
 - c. Based on valid, reliable research;
 - d. Collaborative in nature;
 - e. Culturally, developmentally, and gender-appropriate;
 - f. Provided by nurturing and caring adults; and
 - g. Strength-based building on and enhancing the unique talents and interests of each individual.
2. Services shall focus on both the youth and his/her family rather than solely on the behaviors/problems exhibited by the youth. The problem behavior that brings a youth to the attention of the police often has its roots in the family and may significantly impact the family. Therefore, applicants must utilize service approach that makes the family an integral part of the intervention process.
3. Applicants must be willing to implement creative and non-traditional approaches, such as meeting with the family in the home, shelter, or community, in order to engage youth and their families in the referral service. This is especially relevant for hard to reach/resistant youth and families.
4. **Specific Activities**
 - a. Required Activities:
 - 1) Receive police referrals 24-hours a day, 7 days a week.
 - 2) Assess appropriateness of referrals.
 - 3) Conduct intake processing, including assessing the situation and the strengths and needs of youth and families.

- 4) While awaiting the youth's release to a parent, guardian, or other responsible adult, provide up to 12-hours of supervision of youth in a safe and healthful environment.
- 5) For youth who require additional supervision beyond 12 hours, facilitate placement into emergency residential services.

b. Other Service Specifications

- 1) Service Delivery and Approach. The applicant must be able to implement and consistently maintain a system of service delivery that reflects the service framework and provides each of the required activities.
- 2) Collaboration. The applicant must collaborate with other agencies in the juvenile justice system that may impact or be impacted by services. Such collaborations may be effected informally or via formal Memorandum of Understanding.
- 3) Appraisals. Applicants must continuously monitor and evaluate via written instruments and regularly scheduled meetings, especially with the police, to assess the quality of attendant care required activities, identify compliance problems, and address areas of concern.
- 4) Interagency Agreements for Emergency Residential Services. If short-term emergency residential services are not available through the applicant's program/agency, then the applicant must develop interagency agreements that ensure emergency shelter services.
- 5) Placement. Top priority shall be given to reunification of youth with their families. When not feasible, the least restrictive placement alternative shall be used.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in an position that necessitates

Attendant Care

2d-6

close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteer's personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.

- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.
- c. The program staff shall have appropriate qualifications and necessary training to provide the proposed services and activities and demonstrate knowledge, capacity, skills and experience in working with the target population, and be knowledgeable of positive youth development philosophy and strategies.
- d. Applicants shall engage trainers and professionals that have expertise in the subject matter and experience working with the target population and their families to ensure credibility with the target audiences. The trainers should be skilled in conveying information to participants.

2. Administrative

- a. The applicant is required to meet with the State to discuss any aspect of the services.
- b. The applicant is required to maintain detailed intake, screening, and service records for youth, in addition to maintaining a personnel management and accounting system to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- c. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- e. The applicant may not charge youth and/or their families more than a token amount for program services.

- f. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.
- g. Memoranda of Understanding and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the OYS for review for appropriateness and relevancy.

3. Quality Assurance And Evaluation Specifications

- a. All contracts shall be monitored by the OYS in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include but may not be limited to:
 - 1) The review of amendments and approvals, deemed appropriate by the OYS, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the OYS.
 - 2) Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
 - i. Staff qualification, organization, and effectiveness.
 - ii. Outcomes planning, implementation, and evaluation.
 - iii. Collaboration (Informal and formal agreements and subcontracts).
 - iv. File maintenance and record keeping.
 - v. Facility accessibility, suitability, and safety.
 - vi. Transportation and other liability issues.
 - vii. Consumer satisfaction.
 - 3) The applicant shall allow the OYS access to all materials, files, and documents relating to the provision of services. In addition, the OYS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.
- b. The applicant must maintain for the term of the contract the system of evaluation developed by the OYS, including the use of evaluation tools and reporting forms. In addition, the applicant must take

corrective actions the OYS deems necessary in light of the evaluation data.

4. Performance Measures

To be determined.

5. Experience

Applicants shall have a minimum of three (3) years experience conducting activities related to those proposed in response to this RFP.

6. Coordination of Services

Funded programs shall coordinate with related Federal, State, school, and community efforts and resources to foster interactions and environments that promote positive youth development and healthy behaviors for youth.

7. Reporting Requirements For Program And Fiscal Data

In addition to initial performance measure plans and contract budgets, providers will be required to submit regular invoices and expenditure reports, and quarterly program reports, including performance measures reports, as well as other reports requested by the OYS. Contracts will be programmatically and fiscally monitored by the OYS. Monitoring includes the review of the required program and fiscal plans and reports and services, and the addressing of any issues applicable to services provided. Monitoring may take place at a variety of locations including the OYS, applicant's administrative office, and the sites of service delivery.

8. Pricing Structure Or Pricing Methodology To Be Used

Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the applicant for budgeted agreed-upon costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.

9. Units Of Service And Unit Rate

Not Applicable.

10. Method Of Compensation And Payment

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) and subject to the following:

After the first payment made in advance, the monthly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.

The OYS shall withhold a final payment of one-twelfth (1/12th) the total compensation for each budget period until final settlement of each budget period of a contract. Provided that all expenditures are in compliance with the terms stated in the contract, payment of the lesser of actual costs reported on the final expenditure report or the contract amount for the budget period will be made.

IV. Facilities

Applicants shall ensure via the securing of all required licenses and certifications the adequacy and safety of the facilities that will be used to conduct the proposed services for youth.

Community-Based Outreach and Advocacy

HMS 501-08-01-e

Section 2

Service Specifications

I. Introduction

A. Overview, Purpose Or Need

The needs of chronically truant, out-of-school, gang-involved, homeless/unsheltered, foster cared, runaway, intoxicated, pregnant or parenting, arrested, gay, lesbian, bisexual, or transgender, and out-of-control youth, especially of Micronesian, Hawaiian, Filipino, Samoan, and African-American ancestry are of special concern to the OYS. These youth are often not formally identified and connected to services, or are poorly served because of the inability of State agencies to integrate services or to provide appropriate, effective services at the critical junctures in the youth's life.

In response, the OYS is seeking to implement in geographic regions Statewide Community Based Outreach and Advocacy service that will actively seek out these at-risk or troubled youth and their families and provide advocacy services, including include case management, integration of social services, referral for services, and restoration of youth to family and community.

B. Planning Activities Conducted In Preparation For This RFP

The Office of Youth Services (OYS) is moving towards decentralization by focusing on geographic districts to strengthen community options for youth in more comprehensive ways using regional input. Since September 2005, the Program Development Office has been working with the University of Hawaii's Department of Urban and Regional Development (DURP) on developing a new strategic plan for OYS and learning skills to foster community mobilization and build community capacity. Community profiles were reviewed, using data from multiple data sources. Committed to providing services on a continuum care from primary intervention to re-entry from incarceration, OYS aims to ensure each district has the scope of youth programs appropriate to its need.

To this end, OYS conducted two Requests for Information (RFI) meetings to garner information from the various island districts. The first, held at McCoy Pavilion in March 2006, introduced the decentralization concept to those who attended and included smalls groups broken out by district. Each district was asked to review OYS's continuum of care, identify what was available locally and determine what additional programs and services were needed. A second series of RFI meetings were held by district between September 15 and October 15 to review draft service specifications and discuss how the proposed services would assist in filling service and program gaps.

Information from all meetings was considered when finalizing the Requests for Proposals.

C. Description Of The Goals Of The Service

The goals of Community Based Outreach and Advocacy are:

1. To provide community-based outreach. More specifically, to identify, contact, and build relationships with these at-risk and troubled youth and their families in their habitats, during hours that these youth are available.
2. To provide advocacy services that includes case management, integration of social services, referral for services, and restoration of youth to family and community.

D. Description Of The Target Population To Be Served

The target population for the services are youth ages 10 – 21 who are chronically truant, out-of-school, gang-involved, homeless or unsheltered, foster cared, runaway, intoxicated, pregnant or parenting, arrested, gay, lesbian, bisexual, or transgender, and out-of-control, especially those of Micronesian, Hawaiian, Filipino, Samoan, and African-American ancestry.

E. Geographic Coverage Of Service

The request is for Community Based Outreach and Advocacy services to be provided in various regions--Oahu (Leeward, Honolulu, Windward, and Central), Maui, Molokai/Lanai, East Hawaii, West Hawaii, and Kauai. The OYS reserves the right to make awards based on 1) the uniqueness and appropriateness of the proposals in addressing outreach and advocacy issues of the specific communities focused on in the applicant's proposal; and 2) the configuration of outreach and advocacy services that the OYS deems as best for the State. Should an insufficient number of acceptable proposals be submitted for a particular geographic region, the OYS reserves the right to allocate additional funds to those applicants who have submitted acceptable proposals for other regions in order to expand these acceptable proposals to cover these neglected regions.

F. Probable Funding Amounts, Source, And Period Of Availability

1. **Funding Period:** 7/1/07 – 6/30/09
2. **Approximate Total Amount of General Funds:** **\$616,000.00**
3. The OYS expects to award funds for one 24-month period, subject to the availability of funds and quality of program services, with the possibility of extending the initial award period up to two additional 12-month

periods should funds become available. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

4. While no exact funding amounts have been pre-determined, the OYS anticipates each award to be approximately \$75,000.00
5. The OYS reserves the right to make modifications to the Scope of Services and the funding amounts in light of unique circumstances, not limited to changes in federal grants, which require modification in services and funding in order to continue or to improve services. Additionally, should funding be increased or decreased, the OYS reserves the right to add additional contract funds or decrease contract funds at the OYS's discretion.

II. General Requirements

A. Specific Qualifications Or Requirements, Including But Not Limited To Licensure Or Accreditation

If awarded the contract, the Applicant shall:

1. Meet all State and County licensing requirements, if any, to operate business.
2. Arrange for a financial and compliance audit to be done and submitted to the OYS as directed in accordance with "Government OMB Circular A-133" if Applicant expends \$500,000 or more in federal funds in a year.
3. Refund to the State any funds unexpended or expended inappropriately.

B. Secondary Purchaser Participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

C. Multiple Or Alternate Proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single Or Multiple Contracts To Be Awarded
(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as the OYS deems appropriate to best meet the needs of programs and communities statewide after all proposals are reviewed

E. Single Or Multi-Term Contracts To Be Awarded
(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms: The initial term of the contract shall commence on or after July 1, 2007 or Notice to Proceed, whichever is later, and continue through June 30, 2009. There may be a possibility for extension of the initial award period up to two additional 12-month periods should funds become available. The maximum length of the contract shall be forty-eight (48) months. The conditions for extension must be in writing and any extension must be executed prior to the expiration of the initial term of the contract and any subsequent extension. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

F. RFP Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

RFP Contact Person: Edralyn Caberto
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813
Phone: 808-587-5700
Fax: 808-587-5734
Email: emcelroy@dhs.hawaii.gov

III. Scope of Work

The Scope of Work encompasses the following tasks and responsibilities:

A. Service Activities

1. **Service Framework.** Priority will be given to proposed services that reflect the philosophy that all youth are valuable and worthwhile and should be helped to reach their full potential. The focus should be on youth in the context of families and specific communities; therefore, services provided should be:
 - a. Holistic in nature, impacting the mind, attitude, and behavior;
 - b. Outcome-based and performance target focused;
 - c. Based on valid, reliable research;
 - d. Collaborative in nature;
 - e. Culturally, developmentally, and gender-appropriate;
 - f. Provided by nurturing and caring adults; and,
 - g. Strength-based building on and enhancing the unique talents and interest of each individual.
2. Services shall focus on both the youth and his/her family rather than solely on the behaviors/problems exhibited by the youth. The problem behavior that brings a youth to the attention of the police often has its roots in the family and may significantly impact the family. Therefore, applicants must utilize service approach that makes the family an integral part of the intervention process.
3. Applicants must be willing to implement creative and non-traditional approaches, such as meeting with the family in the home, shelter, or community, in order to engage youth and their families in the referral service. This is especially relevant for hard to reach/resistant youth and families.
4. **Specific Activities**
 - a. **Required Activities: Community-Based Outreach**
 - 1) Identify and contact youth at risk and their families in their defined community and habitats during those hours (afternoons, evenings) they are available.
 - 2) Engage and establish a good working relationship with youth and their families in order increase the level of trust so that youth and families will engage in services.

b. Required Activities: Case Advocacy Services

- 1) Conduct and/or update intakes and assessments for youth and their families.
- 2) Develop and/or update service plans with youth and their families using a family-driven approach.
- 3) Engage, motivate, and empower youth and their families in order to strengthen their support systems and capacity to act on their own behalf. Utilize a “circle of support” approach to strengthen the support system.
- 4) Provide information about the laws, the juvenile justice system, and community resources.
- 5) Provide information on referral options and assist families to link to services, such as counseling, employment, school, health, and other areas of need.
- 6) Advocate on behalf of youth and families in order to secure the necessary resources to achieve the goals and objectives identified in the service plans.
- 7) Provide follow-up services for three (3) months to ensure that any critical issues are stabilized and that appropriate linkages have been made.
- 8) For cases closed at intake, provide follow-up within two (2) weeks to ensure that any critical issue is stabilized and that appropriate linkages have been made.
- 9) Advocacy may be provided for up to 18 months, but not beyond the youth’s age of 21.

c. Other Service Specifications

- 1) Service Delivery and Approach. The applicant must be able to implement and consistently maintain a system of service delivery that reflects the service framework and provides each of the required activities.
- 2) Collaboration. The applicant must collaborate with other agencies in the State’s social service and juvenile justice system that may

impact or be impacted by services. Such collaborations may be effected informally or via formal Memoranda of Understanding.

- 3) Appraisals. Applicants must continuously monitor and evaluate via written instruments and regularly scheduled meetings with other public and private service providers to assess the quality of the Community Based Outreach and Advocacy, identify problems, and address areas of concern.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in an position that necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteer's personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.
- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.
- c. The program staff shall have appropriate qualifications and necessary training to provide the propose services and activities and demonstrate knowledge, capacity, skills and experience in working with the target population, and be knowledgeable of positive youth development philosophy and strategies.
- d. Applicants shall engage trainers and professionals that have expertise in the subject matter and experience working with the target population and their families to ensure credibility with the target audiences. The trainers should be skilled in conveying information to participants.

2. Administrative

- a. The applicant is required to meet with the State to discuss any aspect of the services.
- b. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- c. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- e. The applicant may not charge youth and/or their families more than a token amount for program services.
- f. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.
- g. Memoranda of Agreement and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the OYS for review for appropriateness and relevancy.

3. Quality Assurance And Evaluation Specifications

- a. All contracts shall be monitored by the OYS in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include but may not be limited to:
 - 1) The review of amendments and approvals, deemed appropriate by the OYS, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the OYS.

2) Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:

- i. Staff qualification, organization, and effectiveness.
- ii. Outcomes planning, implementation, and evaluation.
- iii. Collaboration (Informal and formal agreements and subcontracts).
- iv. File maintenance and record keeping.
- v. Facility accessibility, suitability, and safety.
- vi. Transportation and other liability issues.
- vii. Consumer satisfaction.

3) The applicant shall allow the OYS access to all materials, files, and documents relating to the provision of services. In addition, the OYS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.

b. The applicant must maintain for the term of the contract the system of evaluation developed by the OYS, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions the OYS deems necessary in light of the evaluation data.

4. Performance Measures

To be determined.

5. Experience

Applicants shall have a minimum of three (3) years experience conducting activities related to those proposed in response to this RFP.

6. Coordination of Services

Funded programs shall coordinate with related Federal, State, school, and community efforts and resources to foster interactions and environments that promote positive youth development and healthy behaviors for youth.

7. Reporting Requirements For Program And Fiscal Data

In addition to initial performance measure plans and contract budgets, providers will be required to submit regular invoices and expenditure reports, and quarterly program reports, including performance measures reports, as well as other reports requested by the OYS. Contracts will be programmatically and fiscally monitored by the OYS. Monitoring

includes the review of the required program and fiscal plans and reports and services, and the addressing of any issues applicable to services provided. Monitoring may take place at a variety of locations including the OYS, applicant's administrative office, and the sites of service delivery.

8. Pricing Structure Or Pricing Methodology To Be Used

Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the applicant for budgeted agreed-upon costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.

9. Units Of Service And Unit Rate

Not Applicable.

10. Method Of Compensation And Payment

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) and subject to the following:

After the first payment made in advance, the monthly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.

The OYS shall withhold a final payment of one-twelfth (1/12th) the total compensation for each budget period until final settlement of each budget period of a contract. Provided that all expenditures are in compliance with the terms stated in the contract, payment of the lesser of actual costs reported on the final expenditure report or the contract amount for the budget period will be made.

IV. Facilities

Applicants shall ensure via the securing of all required licenses and certifications the adequacy and safety of the facilities that will be used to conduct the proposed services for youth

Education/Vocation Services for At-Risk Youth

HMS 501-08-01-f

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Department of Human Services (DHS), Office of Youth Services (OYS) is requesting proposals from qualified applicants to provide education/vocation services for at-risk youth who do not require out-of-home placement but are still in need of comprehensive, structured, and intensive day and/or evening services to help improve their functioning in the community. These programs can provide between 8 to 12 hours of daily supervision and structured activities that incorporate a strong educational component with a variety of supplemental services.

Research indicates that youth who disengage from educational programs are at higher risk for delinquent behavior. Research also indicates that youth who do not graduate from high school can expect to make considerably less income over their lifetime than those who do graduate from high school.

The object of this Request for Proposals (RFP) is to award funds for education/vocation services for at-risk youth to implement curriculum and/or provide services and activities designed to help youth reintegrate back into an appropriate and less restrictive/structured educational or vocational program, avoid unproductive behaviors, and maintain safe, healthy lifestyles. Services should incorporate effective practices to promote the reduction of the risk factors and the increase of the protective factors specific to developing and supporting healthy adolescents within the communities where the program services are to be provided. Services may be in lieu of regular schooling, such as an alternative learning center, or in augmenting regular school by offering additional education/vocation services. Services can be offered during the day and/or evening.

B. Planning activities conducted in preparation for this RFP

The Office of Youth Services (OYS) is moving towards decentralization by focusing on geographic districts to strengthen community options for youth in more comprehensive ways using regional input. Since September 2005, the Program Development Office has been working with the University of Hawaii's Department of Urban and Regional Development (DURP) on developing a new strategic plan for OYS and learning skills to foster community mobilization and build community capacity. Community profiles were reviewed, using data from multiple data sources. Committed to providing services on a continuum care from

primary intervention to re-entry from incarceration, OYS aims to ensure each district has the scope of youth programs appropriate to its need.

To this end, OYS conducted two Requests for Information (RFI) meetings to garner information from the various island districts. The first, held at McCoy Pavilion in March 2006, introduced the decentralization concept to those who attended and included small groups broken out by district. Each district was asked to review OYS's continuum of care, identify what was available locally and determine what additional programs and services were needed. A second series of RFI meetings were held by district between September 15 and October 15 to review draft service specifications and discuss how the proposed services would assist in filling service and program gaps. Information from all meetings was considered when finalizing the Requests for Proposals.

C. Description of the goals of the service

The overall goal for Education/Vocation Services for At-Risk Youth is to provide services and activities that will enhance the overall functioning of youth and to reintegrate them back into an appropriate and less restrictive/structured educational or vocational program.

D. Description of the target population to be served

1. Juvenile offenders who are on parole/furlough from the Hawaii Youth Correctional Facility (HYCF) who require a gradual reintegration process back into the community.
2. Youth, ages 11 through 19, including those under the jurisdiction of the Department of Human Services, Family Court, and OYS who are at risk for violence, substance abuse, and/or criminal activity due to geographic, ethnic, or socioeconomic factors and who are in need of Education/Vocation Services for At-Risk Youth.
3. Youth, ages 11 through 19, who are school truants, status offenders, suspended from school, or expelled from school who are at risk for violence, substance abuse, and/or criminal activity due to geographic, ethnic, or socioeconomic factors and who are in need of Education/Vocation Services for At-Risk Youth.

E. Geographic coverage of service

Proposal request is statewide, however, services may not necessarily need to be provided by a single agency. Although no specific number of awards has been determined for any geographic or service area, the OYS reserves the right to make awards based on the best configuration of services statewide.

F. Probable funding amounts, source, and period of availability

1. **Funding Period:** 7/1/07 – 6/30/09

2. **Approximate Total Amount of General Funds:** **\$412,500.00**

3. The OYS anticipates funds to be awarded for one 24-month period, subject to the availability of funds and quality of program services. There may be a possibility for an extension of the initial award period up to two additional 12-month periods should funds become available. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

4. While no exact funding amounts have been pre-determined, the OYS anticipates each award to be approximately \$75,000.00

5. The OYS reserves the right to make modifications to the scope of services and in the funding amounts that it is unable to anticipate now. There may be unique circumstances, not limited to federal grants, which require these modifications be made to continue or to improve services. Additionally, should funding be increased or decreased, the OYS reserves the right to add in additional funds or decrease funds at its discretion.

II. General Requirements**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

If awarded the contract, the Applicant shall:

1. Meet all State and County licensing requirements, if any, to operate business.
2. Arrange for a financial and compliance audit to be done and submitted to the OYS as directed in accordance with “Government OMB Circular A-133” if Applicant expends \$500,000 or more in federal funds in a year.
3. Refund to the State any funds unexpended or expended inappropriately.

**B. Secondary purchaser participation
(Refer to §3-143-608, HAR)**

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as the OYS deems appropriate to best meet the needs of the State after all proposals are reviewed.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs.) ☒ Multi-term (> 2 yrs.)

Contract terms: The initial term of the contract shall commence on or after July 1, 2007 or Notice to Proceed, whichever is later, and continue through June 30, 2009. There may be a possibility for extension of the initial award period up to two additional 12-month periods should funds become available. The maximum length of the contract shall be forty-eight (48) months. The conditions for extension must be in writing and any extension must be executed prior to the expiration of the initial term of the contract and any subsequent extension. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

RFP Contact Person:

Edralyn Caberto
Office of Youth Services
820 Mililani Street, Suite 817
Honolulu, Hawaii 96813
Phone: 808.587.5700
Fax: 808.587.5734
Email: emcelroy@dhs.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. Applicants shall present background and support information that services provided to youth shall have been demonstrated to be effective in identifying and reducing risk factors, increasing assets, and reducing recidivism or anti-social behaviors in high risk juvenile offenders. Proposals shall describe the overall program model and provide and explain supporting research.
2. **Service Framework.** Priority will be given to proposed services reflecting the philosophy that all youth are valuable and worthwhile and should be helped to reach their full potential. The focus should be on youth in the context of families and specific communities; therefore, services provided should be:
 - a. Holistic in nature, impacting the mind, attitude, and behavior;
 - b. Outcome-based and performance target focused;
 - c. Based on valid, reliable research;
 - d. Collaborative in nature;
 - e. Culturally, developmentally, and gender-appropriate; and
 - f. Provided by nurturing and caring adults.
 - g. Strengths-based, building on and enhancing the unique talents and interests of each individual.
3. **Specific Activities**
 - a. Funded programs are to provide at-risk youth with a comprehensive array of services and activities that address their education/vocation and positive social development needs. Service delivery shall be provided at a facility that can be easily accessed by youth and families. Services provided to youth shall be based on a valid and standardized risk and needs assessment process that identifies specific risks/needs that should be addressed to improve the youth's functioning. The programs shall work closely with agencies involved with the youth, including probation/parole, transitional and aftercare services, social workers, therapists, and school personnel from the youth's home school district.
 - b. Day services are provided to youth Monday thru Friday during the hours of 8:00 a.m. to 4:00 p.m. and evening services are provided during the late afternoon to evening hours (4:00 p.m. to 8:00 p.m.). Education/Vocation Services for At-Risk Youth should also be provided during the summer and other major intercession periods.

- c. Organizations may develop and propose programs that operate in the following configurations:
 - 1) Day service program only.
 - 2) Evening service program only.
 - 3) Day and evening service program.
- d. Services provided to youth shall have been demonstrated to be effective in identifying and reducing risk factors and recidivism and increasing protective factors and assets.
- e. The specific activities and services provided by an Education/Vocation Services for At-Risk Youth program should be focused on the overall goal of reintegrating youth back into a less restrictive/structured educational or vocational program. A holistic approach should be utilized in structuring and delivering services, keeping in mind the varying needs and functioning levels of youth as they participate in the program.
- f. **Primary and Secondary Service Elements.** For Day Programs, all of the Primary Service Elements shall be provided; the Secondary Service Elements are optional. For Evening Programs, all of the Secondary Service Elements, as well as the Independent Living and Social Skills Training component articulated in the Primary Service Elements shall be provided; other Primary Service Elements are optional. If services and activities are planned to be provided through sub-contracts, the applicant shall describe the manner and process of how service delivery will occur.
 - 1) Primary Service Elements:
 - a) Strong Educational Support Services or an Alternative School Component. Many of the youth have identified learning disabilities that contribute to a high risk factor for poor academic performance, involvement with the juvenile justice system, and recidivism. An educational assessment shall be provided to the youth in order to determine the appropriate individualized academic plan. Instructional services shall be provided with a staff/student ratio not greater than one staff/10 youth. The curriculum shall meet the standards of the State of Hawaii Department of Education and parallel that of the youth's home district school to assure transfer of educational credits earned. For youth that have been certified special education by the Department of Education, the provisions outlined in the youths' Individualized Education Plan shall be coordinated with their home district school

to assure compliance and sustained involvement with the Department of Education.

- b) Individualized Transitional Plan Development and Case Advocacy. Youth shall be provided an Individualized Transitional Plan to document goals, objectives and levels of performances. Case advocacy services shall be provided while youth are enrolled in the program in order to coordinate the reintegration of youth back into the educational mainstream. Strong liaison relationships with the mainstream school personnel are required to maximize services needed for a successful reintegration. In-person follow-up visits with the youth and home district school staff are required to support the reintegration process.
- c) Independent Living and Social Skills Training. Services should provide hands-on, cognitive behavioral-based opportunities to learn and practice skill building in the following areas: cognitive restructuring (identifying and changing negative thinking patterns, beliefs, and attitudes), conflict resolution, anger management, effective communication, and decision making.
- d) Individual and Group Skill Building Activities. The applicant shall submit an outline of proposed topic areas for activities that can affect the functioning of youth. Such topics could include: substance abuse and use prevention, creating positive family and peer relationships, sexuality, violence prevention, forgiveness, values clarification, and victim awareness.

2) Secondary Service Elements:

- a) Parent/Family Strengthening Services. There is a strong connection between the academic performance and overall behavior of youth, and their family's functioning level. The applicant shall engage families in services focusing on motivating them to effect positive change by utilizing a strengths-based approach. The applicant shall detail how the program will engage family members in services and if a particular approach will be utilized (e.g. parenting skills program, family strengthening, etc.).
- b) Service Learning Programs. Research has shown that development of moral and positive character can be enhanced through service learning opportunities. Opportunities to "give back" to the communities should be provided based on the unique needs identified by youth, program staff, and community representatives.

- c) Career Education/Development Services. Services should explore interests, strengths, and abilities of youth and connect these with potential careers, training opportunities, academic and vocational programs. Exposure to community persons engaged in various vocations should be provided.
- d) Recreational/Leisure time/Sports/Creative Arts. Opportunities for participation in constructive activities through structured groups or individual pursuits shall be provided. These activities should provide multiple learning opportunities that can enhance learning and increase motivation of youth. The applicant shall list the types of activities that will be offered.

4. Program Design and Evaluation.

The description of the design, implementation, and evaluation of the proposed services should include, but not be limited to:

- a. The process the applicant has utilized or will utilize to identify youth education/vocation services program models/curricula that would be effective in addressing the needs of youth and families within its community;
- b. The plans to provide training for staff to keep up with changes in client needs;
- c. The means and process for identifying, engaging, and enrolling youth and families for services and maintaining their participation;
- d. The means by which the agency will assess the impact of the services on program participants; and
- e. The process the agency will undertake for design changes to refine programs to ensure that the needs of youth and families are effectively addressed.

5. Needs Assessment/Community Readiness.

Applicants are requested to justify the need for Education/Vocation Services for At-Risk Youth within communities that they anticipate serving. A comprehensive needs assessment shall include information from reliable data sources, reports, studies, and strategic plans that substantiate current youth target group(s) and community needs that the proposed services are intended to address. Additional information and documentation as to the community “readiness” to actively address the identified needs as well as the support to implement the proposed services should also be provided.

6. Additionally, transportation of youth and their families to and from service sites must be addressed if it poses a barrier to service delivery. Alternative types of transportation, such as bus passes, or gas coupons can be used to assist youth and their families in getting to from the service sites. Applicants are expected to include the form of transportation and the anticipated cost in their cost proposal to the State.

B. Management requirements (minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State, FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance), shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in a position which necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee's or volunteer's personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.
- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.
- c. The applicant shall have written personnel policies covering selection of staff, salaries, fringe benefits, leaves, job descriptions, and minimum qualifications of each position. Staff salaries shall be sufficiently competitive to recruit and retain qualified staff.
- d. The program staff shall have appropriate qualifications and necessary training to provide the required services and activities. Staff that provides direct instructional services shall have a bachelor's degree in education or related field and experience in teaching and classroom management. It is desirable that staff also meet State of Hawaii Department of Education certification requirements for teachers. Staff shall demonstrate knowledge, capacity, and skills in working with the target population, and be knowledgeable about the communities they serve.

2. Administrative

- a. The applicant is required to meet with the OYS to discuss any aspect of the services.
- b. The applicant is required to maintain detailed records of youth, program activities, program and personnel records in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable state and/or federal cost principles.
- c. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPPA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- e. The applicant may not charge youth and/or their families more than a token amount for program services.
- f. The applicant must ensure that all youth enrolled in the Education/Vocation Services for At-Risk Youth program receive appropriate educational services that meet the standards as determined by the State of Hawaii, Department of Education and that educational credits earned shall be transferable to the youth's home district school.
- g. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All Subcontracts must follow the pricing structure and all other requirements of this RFP.
- h. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the OYS for review for appropriateness and relevancy.

3. Quality assurance and evaluation specifications

- a. All contracts shall be monitored by the OYS in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include but may not be limited to:

- 1) The review of amendments and approvals, deemed appropriate by the OYS, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the OYS.
 - 2) Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
 - a) Staff qualification, organization, and effectiveness.
 - b) Outcomes planning, implementation, and evaluation.
 - c) Collaboration (Informal and formal agreements and subcontracts).
 - d) File maintenance and record keeping.
 - e) Facility accessibility, suitability, and safety.
 - f) Transportation and other liability issues.
 - g) Consumer satisfaction.
 - 3) The applicant shall allow the OYS access to all materials, files, and documents relating to the provision of services. In addition, the OYS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.
- b. The applicant must maintain for the term of the contract the system of evaluation developed by the OYS, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions the OYS deems necessary in light of the evaluation data.
4. Output and performance/outcome measurements
- a. An **Outcomes Framework** (outcomes, performance targets, and milestones) will be used for monitoring and results reporting. The Outcomes Framework (OF) for this service will focus on specific achievements and specific changes in youth and family conditions, skills, attitudes, and/or behaviors.
 - 1) **Performance targets** describe the anticipated change in program participants that occurs as a consequence of the service provided. The performance target does not reflect the actions or behaviors of the agency or the staff in the delivery of the program services. In response to the RFP, applicants must propose and commit to performance targets directly related to the initiatives described in this RFP.
 - 2) **Milestones** describe the sequential actions made by the program participants to indicate they are successfully progressing toward achieving the performance target. Applicants should identify the milestones that will most effectively communicate (track and report)

the success of program participants and at the same time can be efficiently documented on an ongoing basis.

- 3) The successful achievement of milestones and performance targets should be verifiable by direct and indirect measures, observable events or behaviors, or indicators identified by the applicant.

b. Within this OF, applicants must:

- 1) Base program activities on an assessment of objective data about the relevant risk and protective factors for the target population and communities the applicants propose to service.
- 2) Design and implement programs and activities for youth based on research or evaluation that provides evidence that the programs used impact knowledge, behavior and/or competencies of the youth involved or contribute to preventing/reducing risk factors and establishing/ strengthening protective factors related to healthy youth development.
- 3) Commit to the performance targets finalized with the OYS as part of the applicants' contractual responsibility and track and report progress through a standard outcomes reporting format and meet periodically with the OYS to review progress and results and to make necessary modifications and corrections.
- 4) Evaluate programs to assess programs' ability to impact academic engagement, positive youth development, and the desired outcomes. Applicants must also assess progress toward achieving the proposed outcomes, performance targets, and milestones. Furthermore, such evaluation shall be used to improve and strengthen the programs, to revise timelines, to refine the performance targets and milestones, and to make informed decisions regarding future program directions.
- 5) Use appropriate computer hardware and Microsoft software to record, monitor, and report various data.

c. Applicants should propose three (3) to four (4) performance targets, including numeric projections of achievement as the number of or percent of program participants that will demonstrate an increase or reduction related to achievements made as a result of program participation.

d. In order to facilitate the implementation of the OF and enhanced services, the OYS will:

- 1) Provide technical assistance in developing and refining outcomes, performance targets, and milestones during the term of the contract.
- 2) Provide technical assistance in using hardware and software to evaluate the progress of the programs.

5. Experience

Applicants shall have a minimum of three (3) years experience designing, implementing, managing, and/or evaluating youth in education/vocation services for at-risk youth programs or conducting activities related to those proposed in response to this RFP.

6. Coordination of services

Funded programs shall coordinate with related Federal, State, school, and community efforts and resources to foster interactions and environments that promote positive youth development and healthy behaviors for youth.

7. Reporting requirements for program and fiscal data

Contracts are programmatically and fiscally monitored by the OYS. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the OYS); invoices and expenditure reports; and any issues applicable to services provided. Monitoring will take place at a variety of locations including the applicant's administrative office and the site(s) of service delivery.

OYS will provide applicants diskettes with the required reporting forms upon execution of contracts.

Timely program reports as specified by the OYS will be due quarterly and at the end of each budget period.

The applicant shall submit to OYS its final Expenditure Report form no later than 30 days after the end of each budget period.

8. Pricing structure or pricing methodology to be used.

Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the applicant for budgeted agreed-upon costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.

9. Units of service and unit rate

Not Applicable.

10. Method of compensation and payment

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) and subject to the following:

After the first payment made in advance, the monthly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.

The OYS shall withhold a final payment of one-twelfth (1/12th) the total compensation for each budget period until final settlement of each budget period of a contract. Provided that all expenditures are in compliance with the terms stated in the contract, payment of the lesser of actual costs reported on the final expenditure report or the contract amount for the budget period will be made.

IV. Facilities

Applicants shall assure the adequacy of the facilities that will be used to conduct the proposed service to ensure the safety and well-being of the target population.

Services for Youth Experiencing Homelessness

HMS 501-08-01-g

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

There have been a growing number of homeless persons living in communities Statewide. Youth and young adults are among the sub-groups represented in the homeless demographics. It is estimated that 1,000 youth are included in the overall numbers of persons who are homeless annually. The homeless situation for youth includes voluntary runaways, those experiencing family difficulties, and youth living with intact families that experience homelessness.

Homeless youth are exposed to numerous risk factors. Similar to their adult counterparts, homeless youth are vulnerable to victimization by crime, exploitation by sexually assault and susceptible to sexually transmittable diseases and substance usage/abuse. Education and vocational training often suffer because of a lack of focus and advocacy needs presented by the homeless youth often go unmet. Former foster youth are also over represented in the homeless data due to their often precarious circumstances as they age out of the foster care system.

OYS is working to improve the continuum of care for all youth at-risk, including those who are homeless, in local communities. A responsive service delivery system is necessary to address the large and growing numbers of status offenders, non-violent juvenile law violators, youth who are at risk of coming into contact with the law and/or youth who have come to the attention of police. Oftentimes, homeless youth may fall into these categories and also cross over into the different systems of care such as probation, mental health and/or child welfare.

The purpose of the services for youth experiencing homelessness is to assist youth to meet their basic needs, and to help youth to move from crisis situations to stability, safety and healthy functioning.

B. Planning activities conducted in preparation for this RFP

The Office of Youth Services (OYS) is moving towards decentralization by focusing on geographic districts to strengthen community options for youth in more comprehensive ways using regional input. Since September 2005, the Program Development Office has been working with the University of Hawaii's Department of Urban and Regional Development (DURP) on developing a new strategic plan for OYS and learning skills to foster

community mobilization and build community capacity. Community profiles were reviewed, using data from multiple data sources. Committed to providing services on a continuum care from primary intervention to re-entry from incarceration, OYS aims to ensure each district has the scope of youth programs appropriate to its need.

To this end, OYS conducted two Requests for Information (RFI) meetings to garner information from the various island districts. The first, held at McCoy Pavilion in March 2006, introduced the decentralization concept to those who attended and included smalls groups broken out by district. Each district was asked to review OYS's continuum of care, identify what was available locally and determine what additional programs and services were needed. A second series of RFI meetings were held by district between September 15 and October 15 to review draft service specifications and discuss how the proposed services would assist in filling service and program gaps. Information from all meetings was considered when finalizing the Requests for Proposals.

Data and information were also gathered at an informational meeting held on August 16, 2006 in Honolulu with several community resources familiar with the homeless youth situation. Further information related to positive youth development was gathered from data sources and agencies such as the Hawaii State Department of Health, the UH Center on the Family, Community Profiles as well as National resources including Advocates for Youth, SAMHSA, OJJDP Blueprints, etc. (see Section Five for a list of references and resources.)

C. Description of the goals of the service

The following are goals of the Services for Youth Experiencing Homelessness:

1. Provide access to safe physical environments for day, evening and overnight shelter.
2. Offer opportunities to engage in and develop health and supportive relationships.
3. Provide transitional services focusing on developing life skills that foster healthy interdependent living.
4. Provide outreach, information, referral, and advocacy services to enhance functioning, including educational, mental and physical health, substance abuse, financial and vocational resources.

D. Description of the target population to be served

The target population is youth, 7 thru their 22nd birthdays, who are experiencing homelessness, i.e., lacking a safe, fixed, regular, and adequate residence. The target populations include runaways, those who live with intact families who are experiencing homelessness, and those who are estranged from their families. The youth may be on the streets, living temporarily in homeless family shelters, automobiles, public buildings, and beaches, etc.

E. Geographic coverage of service

The request is for services to be provided in various regions – Oahu (Leeward, Honolulu, Windward, and Central), Maui, Molokai/Lanai, E. Hawaii, W. Hawaii, and Kauai. Preference will be given to applicants that propose services in specific local regions with higher concentrations of youth experiencing homelessness, such as the Leeward area of Oahu. The OYS reserves the right to make awards based on the uniqueness and appropriateness of the proposals in addressing issues of specific communities and the best configuration of prevention services statewide. Should an inadequate number of responsive and responsible proposals be submitted for a geographic area or should sufficient monies be available, OYS reserves the right to allocate additional funds to those applicants who have submitted acceptable proposals.

F. Probable funding amounts, source, and period of availability

1. **Funding Period:** 7/1/07 – 6/30/09

2. **Approximate Total Amount of General Funds:** \$550,000.00*

**Funds have not yet been appropriated for this service.*

3. The OYS anticipates funds to be awarded for one 24-month period, subject to the availability of funds and quality of program services. There may be a possibility for an extension of the initial award period up to two additional 12-month periods should funds become available. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

4. While no exact funding amounts have been pre-determined, the OYS anticipates each award to be approximately \$100,000.00

5. The OYS reserves the right to make modifications to the scope of services and in the funding amounts that it is unable to anticipate now. There may

modifications be made to continue or to improve services. Additionally, should funding be increased or decreased, the OYS reserves the right to add in additional funds or decrease funds at its discretion.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

If awarded the contract, the Applicant shall:

1. Meet all State and County licensing requirements, if any, to operate business.
2. Arrange for a financial and compliance audit to be done and submitted to the OYS as directed in accordance with "Government OMB Circular A-133" if Applicant expends \$500,000 or more in federal funds in a year.
3. Refund to the State any funds unexpended or expended inappropriately.

B. Secondary purchaser participation

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms: The initial term of the contract shall commence on or after July 1, 2007 or Notice to Proceed, whichever is later, and continue through

June 30, 2009. There may be a possibility for extension of the initial award period up to two additional 12-month periods should funds become available. The maximum length of the contract shall be forty-eight (48) months. The conditions for extension must be in writing and any extension must be executed prior to the expiration of the initial term of the contract and any subsequent extension. The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of funds and the quality of program services.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

RFP Contact Person:	Edralyn Caberto Office of Youth Services 820 Mililani Street, Suite 817 Honolulu, Hawaii 96813 Phone: 808-587-5700 Fax: 808-587-5734 Email: emcelroy@dhs.hawaii.gov
---------------------	--

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. **Service Framework.** Priority will be given to proposed services reflecting the philosophy that all youth are valuable and worthwhile and should be helped to reach their full potential. The focus should be on youth in the context of families and specific communities; therefore, services provided should be:
 - a. Holistic in nature, impacting the mind, attitude, and behavior;
 - b. Outcome-based and performance target focused;
 - c. Based on valid, reliable research;
 - d. Collaborative in nature;
 - e. Culturally, developmentally, and gender-appropriate;
 - f. Provided by nurturing and caring adults; and
 - g. Strengths-based, building on and enhancing the unique talents and interests of each individual.

2. Specific Activities

Applicants may provide the following specific services. The applicant shall describe which specific services will be provided, contingent upon the needs of the youth and the applicant's capacity. If the applicant does not intend to provide the full range of service activities below, explain how the services will be accessed or linked to other OYS' funded or community-based services such as emergency shelter.

a. Outreach

Outreach to youth experiencing homelessness is an important foundational activity that must occur in order to begin to build a trusting relationship. The outreach process is variable, depending on the presenting needs of the youth, and may take months to establish a trusting relationship before youth can begin to benefit from accessing services in the community to help improve their situation. Applicants must be willing to apply creative and non-traditional approaches to engaging youth in services. This is particularly relevant for hard to reach/resistant youth. Outreach activities should occur during both day and evening hours, and include settings such as community transitional facilities and shelters, beaches, schools, shopping malls, etc.

b. Access to Emergency Shelter and/or Transitional Housing

- 1) Facilitate access for youth into emergency shelter and/or transitional housing placements, 24 hours a day, 7 days a week. Placements for youth, ages 17 and below, shall be provided in separate facilities from those ages, 18 through 21, unless the youth is placed together with parents/legal guardians in family shelters.
- 2) Coordinate intake processing at an emergency shelter and/or transitional housing with the youth, and if appropriate, the youth's family. Assist in the intake process and provide any case advocacy efforts that may be needed to access housing services.

c. Transitional Services

- 1) Provide basic needs assessment, including the strengths and needs of youth.
- 2) Provide life skills training and support through individual/groups sessions that address a variety of skill areas, including interpersonal and social relationships, decision-making, substance abuse, domestic violence counseling and prevention.

- 3) Provide access to financial assistance and support to address immediate crisis needs, including rental stipends, public bus transportation passes, food supplements.

d. Case Advocacy Services

- 1) Conduct intakes and assessments for youth.
- 2) Develop and/or update service plans with youth that are youth driven.
- 3) Engage, motivate, and empower youth to strengthen their support systems and capacity to act on their own behalf. Whenever possible, utilize a circle of support approach to strengthen the support system.
- 4) Provide information on referral options to link to services, such as counseling, housing options, employment, education, health, and other areas of need.
- 5) Advocate on behalf of youth to secure the necessary resources to achieve the goals and objectives identified in the service plans.
- 6) Provide educational support services, including access to tutoring, supplemental instruction, supplies, and guidance in exploring educational/vocational options such as GED and C-Based Instruction.
- 7) Provide follow-up services for 6 months to insure that the situation is stabilized and that appropriate linkages have been made.
- 8) Case Advocacy Services can be provided for up to 18 months.

e. Drop-in Center

- 1) A safe physical environment that is accessible to youth, preferably located near, or within easy access to, where youth who experience homelessness congregate.
- 2) The hours of operation should be open for at least three days a week, several hours daily, where a variety of services can be provided, including a safe place to meet and socialize, access to a phone and mail retrieval, individual and group sessions, information and referral, and a nutritious snack or meal.

f. Other Service Specifications

- 1) Service Delivery and Approach. Applicants must describe in detail the manner of service delivery and approach to be utilized for each service component. Applicants must also provide evidence of collaborative efforts with other parts of the continuum of care system that may impact or be impacted by services.
- 2) Interagency Agreements. If short-term emergency residential services are not available through the applicant's program/agency, then the applicant must develop interagency agreements to coordinate services.
- 3) Collaboration. Applicant shall be willing to collaborate with other youth services and other community-based resources such as homeless shelters, churches, schools, child-welfare, Family Court, and mental health centers, which are in its geographic area to provide linkages and a comprehensive system of services.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in an position that necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteer's personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.
- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.
- c. The program staff shall have appropriate qualifications and necessary training to provide the propose services and activities and demonstrate knowledge, capacity, skills and experience in working with the target

population, and be knowledgeable of positive youth development philosophy and strategies.

- d. Applicants shall engage trainers and professionals that have expertise in the subject matter and experience working with the target population and their families to ensure credibility with the target audiences. The trainers should be skilled in conveying information to participants.

2. Administrative

- a. The applicant is required to meet with the State to discuss any aspect of the services.
- b. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- c. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The OYS reserves the right to make modifications to the scope of the services and in the funding amounts that it is currently unable to anticipate. There may be unique circumstances, not limited to directives and decrees from State and Federal agencies that require these modifications be made to continue or improve services. Additionally should funding be increased or decreased, the OYS reserves the right to add in additional or decrease funds at its discretion.
- e. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- f. The applicant may not charge youth and/or their families more than a token amount for program services.
- g. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.

- h. Memoranda of Agreements and working agreements with other agencies for services resulting from awards and contracts of this RFP shall be submitted to the OYS for review for appropriateness and relevancy.

3. Quality assurance and evaluation specifications

- a. All contracts shall be monitored by the OYS in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include but may not be limited to:
 - 1) The review of amendments and approvals, deemed appropriate by the OYS, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the OYS.
 - 2) Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
 - i. Staff qualification, organization, and effectiveness.
 - ii. Outcomes planning, implementation, and evaluation.
 - iii. Collaboration (Informal and formal agreements and subcontracts).
 - iv. File maintenance and record keeping.
 - v. Facility accessibility, suitability, and safety.
 - vi. Transportation and other liability issues.
 - vii. Consumer satisfaction.
 - 3) The applicant shall allow the OYS access to all materials, files, and documents relating to the provision of services. In addition, the OYS may, at its discretion, observe individual, group, and educational sessions conducted by the applicant.
- b. The applicant must maintain for the term of the contract the system of evaluation developed by the OYS, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions the OYS deems necessary in light of the evaluation data.

4. Output and performance/outcome measurements

To be determined.

5. Experience

Applicants shall have a minimum of three (3) years experience conducting activities related to those proposed in response to this RFP.

6. Coordination of services

Funded programs shall coordinate with related Federal, State, school, and community efforts and resources to foster interactions and environments that promote positive youth development and healthy behaviors for youth.

7. Reporting requirements for program and fiscal data

Contracts are programmatically and fiscally monitored by the OYS. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the OYS); invoices and expenditure reports; and any issues applicable to services provided. Monitoring will take place at a variety of locations including the applicant's administrative office and the site(s) of service delivery.

OYS will provide applicants diskettes with the required reporting forms upon execution of contracts.

Timely program reports as specified by the OYS will be due quarterly and at the end of each budget period. .

The applicant shall submit to OYS its final Expenditure Report form no later than 30 days after the end of each budget period.

8. Pricing structure or pricing methodology to be used

Pricing structure will be based on a cost reimbursement basis. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the applicant for budgeted agreed-upon costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.

9. Units of service and unit rate

Not Applicable.

10. Method of compensation and payment

Payments shall be made in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS – Cost Principles, Purchases of Health and Human Services and when applicable, in accordance with the

Office of Management and Budget (OMB) Federal Cost Principles (OMB Circular A-21, A-87 or A-122) and subject to the following:

After the first payment made in advance, the monthly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.

The OYS shall withhold a final payment of one-twelfth (1/12th) the total compensation for each budget period until final settlement of each budget period of a contract. Provided that all expenditures are in compliance with the terms stated in the contract, payment of the lesser of actual costs reported on the final expenditure report or the contract amount for the budget period will be made.

IV. Facilities

Applicants shall assure the adequacy of the facilities that will be used to conduct the proposed service to ensure the safety and well-being of the target population.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview (Not to exceed 2 pages)

Applicant shall give a brief overview and succinct summary of the contents of the proposal to orient evaluators as to the program/services being offered.

The overview shall include:

- A description of the specific geographic region/s where the proposed services will be delivered;
- A brief profile of the target population and data sources used to create the profile;
- The goals and objectives related to the service activity;
- A brief explanation of how the proposed services will meet the needs and impact the development of the target population;
- A statement of the applicant's mission and vision and their alignment with proposed services.

II. Experience and Capability (Not to exceed 5 pages)

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts for the most recent three (3) years pertinent to the proposed services and target population. Applicant shall include points of contact, addresses, email, and phone numbers. The OYS reserves the right to contact references to verify successful experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to collaborate and coordinate services with other agencies and resources in the geographic region of the proposed service delivery. The applicant shall describe past experiences in collaborating and coordinating related services and provide documentation to support this description.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate the adequacy of facilities in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing (Not to exceed 3 pages)**A. Staffing****1. Proposed Staffing**

The applicant shall describe the proposed **staffing pattern**, **client/staff ratio** and proposed **caseload capacity** that are reasonable to ensure the viability of the services. Applicant shall list all staff that will be responsible for providing proposed services, including contract oversight functions and direct services to youth and their families. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. Job descriptions and resumes of staff providing services shall be included. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization**1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery (Not to Exceed 15 pages)

Applicant shall include a detailed discussion of the approach to applicable service activities and management requirements found in Section 2, Item III. - Scope of Work for the service area that the applicant is proposing services. The discussion of the proposed service delivery shall include:

- A brief summary of the organization's philosophy and service framework and describe how the framework reflects/ relates to the OYS philosophy regarding the delivery of services for youth.
- A work plan of all activities and tasks to be completed, related work assignments, responsibilities, and service plan that clearly articulates the overall service flow from program entry to program completion, as appropriate.
- A timeline / schedule of steps to be taken in planning and implementing the required services and related activities.
- Details of how the proposed work plan and service activities are consistent with the outcomes and objectives, service framework, principles of program delivery and characteristics of effective programs.
- A summary of pertinent risk and protective factors and community needs, assets, and resources that relate to or address the proposed service delivery.

The description shall also include adequate information to address and/or identify the following, as appropriate:

- The evidence-based prevention model/s or strategy/s to be used;
- The justification for selecting the model/s;
- The assessment instrument/s that will be used;
- Training that will be provided for staff;
- Curriculum that will be used for the program delivery;
- The target behavior that the program activity will change;
- The measure/s the applicant will use to determine change of behaviors, attitudes, and/or skills of program participants;
- The arrangements for evaluation to assess the program effectiveness and impact on the target population.

Applicants should refer to Section 2, Item III. – Scope of Work for additional requirements and details to include in proposals specific to the service areas requested below:

- **Section 2a - Positive Youth Development**
- **Section 2b – Youth Gang Prevention and Intervention**
- **Section 2c – Truancy Prevention and In-School Suspension**
- **Section 2d – Attendant Care**
- **Section 2e – Community-Based Outreach and Advocacy**
- **Section 2f – Education/Vocation Services for At-Risk Youth**
- **Section 2g – Services for Youth Experiencing Homelessness**

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

Form SPO-H-205	Budget
Form SPO-H-206A	Personnel – Salaries and Wages
Form SPO-H-206B	Personnel – Taxes, Assessments & Fringe Benefits
Form SPO-H-206C	Travel Inter-Island
Form SPO-H-206E	Contractual Services - Administrative
Form SPO-H-206F	Contractual Services - Subcontracts
Form SPO-H-206G	Indirect Costs
Form SPO-H-206H	Program Activities

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- a. Latest Single Audit Report of Financial Audit.

- b. Cost Allocation Plan, which demonstrates applicant's expenditures are allocated based on a plan that is reasonable, appropriate, and lawful.

2. Accounting Personnel

- a. Applicant must state which staff positions are responsible for maintaining accounting records and fiscal reporting and approximately the number of hours a week that are devoted to this function.
- b. Applicant shall describe what accounting qualifications are required for each of these positions if not detailed in the submitted Section III. Personnel: Project Organization and Staffing.
- c. Applicant shall state which staff positions will be responsible for filing timely expenditure reports and invoices required by this RFP.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	N/A
<i>Proposal Application</i>	100 Points
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Tax Clearance Certificate (Form A-6)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered in response to the request for proposals. The applicant shall highlight the agency's mission and vision and the goals and objectives of the proposed service activity relative to the assessed needs and available resources of the target population and geographic region identified for the service delivery.

1. Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. *Necessary Skills*

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.
- Demonstrated skills, abilities and capacity to deliver proposed services in the identified geographic region for the target population.

B. *Experience*

- Demonstrated minimum three (3) years experience delivering services related to requested services.
- Demonstrated experience successfully delivering services for the target population. Documented evidence such as awards, certifications, and outcomes included.

C. *Quality Assurance and Evaluation*

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Sufficiency of evaluation plans to assess program effectiveness and impact of services on target population.

D. *Coordination of Services*

- Demonstrated capability to coordinate services with other agencies and resources in the community. Past Memoranda of Understanding/Agreement, letters document this ability.
- Sufficiency of collaboration and coordination plans related to implementation of proposed services.
- Documented support and involvement of agencies and community for the proposed services. Current letters of support and MOU/MOA provided.

E. *Facilities*

- Adequacy of facilities relative to the proposed services.
- Facilities meet ADA requirements, as applicable.

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- The proposed **staffing pattern**, **client/staff ratio**, and proposed **caseload capacity** are described and reasonable to insure viability of the services.
- **Job descriptions** and **minimum qualifications** (including experience required) for staff assigned to the program are described and the **number of positions** is sufficient to ensure effective program/ service delivery.
- Proposal includes resumes of key staff that list experience with related or similar services and target populations.

B. Project Organization

- **Supervision and Training:** Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- **Organization Chart/s:** Approach and rationale for the structure, functions, and staffing of the organization for the overall service activity and tasks is diagrammed and describes an approach sufficient for providing the proposed program and services.

3. Service Delivery (55 Points)

*Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application Instructions and **Section 2. III-Scope of Work** for each service area (a-g) of the RFP. It is recommended that applicants review the evaluation criteria for the service delivery section of the specific service they are proposing to deliver.*

A. Positive Youth Development

- Comprehensive needs assessment engaged community and youth and includes information from reliable data sources to substantiate readiness community to address identified needs with proposed services.
- Service activity supports the service goals and addresses risk and protective factors and aspects of positive youth development, as well as identifies the areas of competencies to be developed and/or enhanced.
- The engagement of and planned service activity for the target population is described and appropriate.
- The service activity is consistent with the required service framework and principles for effective program delivery.
- Service activity includes the components of effective prevention strategies and is age-, gender-, developmentally-, and culturally-appropriate for the target population and responsive to the target population.
- Performance measures (targets and milestones) have been established for participants.
- Sample curriculum and materials provide evidence the planned activity and service delivery are based on effective practices.
- The work plan for the major service activities and tasks is logical and includes clarity in work assignments and responsibilities and realistic timelines and schedules, as applicable.
- The program design includes plans to assess the impact of the services and the process for modifying the program design based on the assessment.
- The services are incorporated into the range of services provided by the agency and other community resources to ensure coordination and youth access to a broad continuum of services.
- Evidence of collaboration and cooperation demonstrates coordination and linkages across agencies to provide effective services for youth in communities.

B. Youth Gang Prevention and Intervention

- Comprehensive needs assessment includes information from reliable data sources and substantiates readiness of target population and community to address identified needs with proposed services.
- Service activity supports the goal of preventing emerging and more serious youth gang behavior, promoting positive youth development, developing competencies, addressing risk factors, and strengthening protective factors for the target population.
- The service activity incorporates connections to components of Youth Gang Prevention and Intervention Services and the OYS vision and mission.
- The specific target population is identified, described and appropriate for the planned service activity.
- The service activity is consistent with the required service framework and principles for effective program delivery.
- The major activities planned to achieve the service activity are fully described and responsive to the identified needs and characteristics of the target population.
- Service activity includes the components of effective prevention including youth involvement, family involvement, linkages with agencies in the community and cultural awareness and sensitivity.
- Performance measures have been established for program participants.
- Sample curriculum and materials provide evidence the planned activity and service delivery are based on effective practices.
- The work plan for the major service activities and tasks to be completed is logical and includes clarity in work assignments and responsibilities and realistic timelines and schedules, as applicable.

C. Truancy Prevention and In-School Suspension

- Comprehensive needs assessment includes information from reliable data sources and substantiates readiness of target population and community to address identified needs with proposed services.
- Service activity supports the goal of promoting positive youth development, developing competencies, addressing risk factors, and strengthening protective factors for the target population.
- The specific target population is identified, described and appropriate for the planned service activity.
- The service activity is consistent with the required service framework and principles for effective program delivery.
- Service activity is age-, gender-, developmentally-, and culturally-appropriate for the target population and responsive to the target population.
- Service activity includes the components of effective prevention including youth involvement, family involvement, linkages with agencies in the community and cultural awareness and sensitivity.
- Performance measures have been established for program participants.
- Sample curriculum and materials provide evidence the planned activity and service delivery are based on effective practices.
- The work plan for the major service activities and tasks to be completed is logical and includes clarity in work assignments and responsibilities and realistic timelines and schedules, as applicable.

D. Attendant Care

- Service Framework describes philosophy of service and proposed services that are holistic in nature, impacting the mind, attitude, and behavior; outcome-based and performance measure focused; based on valid, reliable research; collaborative in nature; culturally, developmentally, and gender-appropriate; provided by nurturing and caring adults; and strengths-based, building on and enhancing the unique talents and interests of each individual.
- The family is an integral part of the attendant care services and referral process, as well as the **creative and non-traditional approaches** to be utilized in order to engage youth and their families in the referral service.
- The description of the **required activities** is sufficient to ensure that Attendant Care services will be effectively provided.
- The staff positions providing the activity, the location of the activity, and when the activity will be provided, as well any other details that further illuminate the service flow are described.
- Description effectively addresses the related service activities including delivery and approach, collaboration, appraisals, interagency agreements for emergency residential services, and placements.
- The timeline of steps to be taken in planning and implementing the required activities and related activities adequately ensure that services will be provided at the start date listed in the RFP.
- The work/service plan clearly articulates the overall service flow from program entry to program completion and ensures that youth will be properly serviced.

E. Community-Based Outreach and Advocacy

- The Service Framework describes philosophy of service and proposed services that are holistic in nature, impacting the mind, attitude, and behavior; outcome-based and performance measure focused; based on valid, reliable research; collaborative in nature; culturally, developmentally, and gender-appropriate; provided by nurturing and caring adults; and strengths-based, building on and enhancing the unique talents and interests of each individual.
- The family is an integral part of the attendant care services and referral process, as well as the **creative and non-traditional approaches** to be utilized in order to engage youth and their families in the referral service.
- The description of the **required activities**, including engagement of youth, intake, assessment, service planning, informing, advocacy, referring, and follow-up is sufficient to ensure that Community Based Outreach services will be effectively provided.
- The staff positions providing the activity, the location of the activity, and when the activity will be provided, as well any other details that further illuminate the service flow are described.
- Description effectively addresses the **related service activities** including delivery and approach, collaboration, and appraisals.
- The timeline of steps to be taken in planning and implementing the required activities and related activities adequately ensure that services will be provided at the start date listed in the RFP.
- The work/service plan clearly articulates the overall service flow from program entry to program completion and ensures that youth will be properly serviced.

F. Education/Vocation Support Services For At-Risk Youth

- Comprehensive needs assessment includes information from reliable data sources and substantiates readiness to address identified needs with proposed services.
- The specific target population is identified, described and appropriate for the planned service activity.
- The service activity clearly encompasses the goal of Education/Vocation Services for At-Risk Youth to enhance the overall functioning of youth and reintegrate them back into an appropriate and less restrictive/structured educational or vocational program.
- The service activity is consistent with the required service framework and principles for effective program delivery.
- The work plan for the major service activities is logical and includes clarity in work assignments and responsibilities and realistic timelines and schedules, as applicable
- The service activities have been demonstrated to be effective in identifying and reducing risk factors, increasing assets, and reducing recidivism and anti-social behaviors in high risk juvenile offenders.
- The work/service plan conveys the overall service flow from program entry to reintegration back into an appropriate, less restrictive/structured educational or vocational program or graduation and reflects the service outcomes.
- Performance measures (outcomes, targets, and milestones) have been established for program participants and included.
- Sample curriculum and materials provide evidence the planned activity and service delivery are based on effective practices.
- The design, implementation, and evaluation of services are comprehensive and reasonable.

G. Youth Experiencing Homelessness

- The Service Framework describes philosophy of service and proposed services that are holistic in nature, impacting the mind, attitude, and behavior; outcome-based and performance measure focused; based on valid, reliable research; collaborative in nature; culturally, developmentally, and gender-appropriate; provided by nurturing and caring adults; and strengths-based, building on and enhancing the unique talents and interests of each individual.
- The proposal provides a clear description of the work/service plan for the major activities and tasks to be completed, including clarity in work assignments and responsibilities.
- Timelines and schedules are described and reasonable to ensure effective service delivery.
- Description of specific services (outreach, access to emergency shelter/transitional housing, transitional services, case advocacy services, drop-in center) to be provided directly for the youth is clear and comprehensive.
- Description of comprehensive service delivery demonstrates services will be linked and accessed for the youth even if applicant does not provide the full range of service activities.
- Information, materials, or curriculum to support and document various service tasks or components, including a description of services anticipated to be subcontracted to other individuals or agencies is included.

4. Financial (10 Points)

- Cost proposal and required support documentation and justification included.
- Proposed budget supported by cost analyses for similar services provided by the applicant during the past three years.
- Personnel costs are reasonable and comparable to similar positions in the community.
- Non-personnel costs are reasonable and adequately justified.
- Proposed budget fully supports the scope of service and requirements of the Request for Proposal.
- Adequacy of accounting system (evidence of valid tax clearance, recent audit, and cost allocation plan).
- Positions and personnel responsible for fiscal operations and reporting identified and qualified.
- Staff responsible for maintaining accounting records and filing required expenditure reports identified.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist**
- B. Sample Table of Contents**
- C. DRAFT Special Conditions of 103F Contracts**
- D. References and Resources**

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	X	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Work Plan			X	

Authorized Signature

Date

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience.....	4
C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services.....	6
E.	Facilities.....	6
III.	Project Organization and Staffing	7
A.	Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications	9
B.	Project Organization	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
C.	Organization Chart	
	Program	
	Organization-wide	
D.	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
E.	Program Specific Requirements	

SPECIAL CONDITIONS

1. **Insurance.** Paragraph 1.4, Insurance, Exhibit “D”, General Conditions, is modified and the PROVIDER agrees to the following:

The PROVIDER shall obtain, maintain, and keep in force throughout the period of this Agreement liability insurance (the “Liability Insurance”) issued by an insurance company in a combined amount of at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00), or such lesser amount requested in writing by the PROVIDER and, for good cause shown, approved by the head of the purchasing agency, which approval, if any, is incorporated herein by reference, for bodily injury and property damage liability arising out of each occurrence. The Liability Insurance shall provide that it is the primary insurance for the State of Hawaii and the purchasing agency for any liability arising out of or resulting from occurrences connected with the PROVIDER’s performance under this Agreement. Prior to or upon execution of this Agreement, the PROVIDER shall obtain a certificate of insurance verifying the existence of the necessary liability insurance coverage, including the coverage of the State of Hawaii. If the scheduled expiration date of the liability insurance policy is earlier than the expiration date of the time for performance under this Agreement, the PROVIDER, upon renewal of the policy, shall promptly cause to be provided to the STATE an updated certificate of insurance. The certificates of insurance shall expressly provide that the insurance policy shall not be cancelled, limited in scope of coverage, or non-renewed until after 30 days’ written notice has been given to the STATE.

In order to protect the PROVIDER as well as the State of Hawaii covered under the indemnification provision in this Agreement, the PROVIDER shall obtain and keep in force throughout the period of this Agreement the following insurance:

Automobile liability insurance for automobiles owned or leased by the PROVIDER and used to carry out services specified in this Agreement shall be obtained from a company authorized to do business in the State, or meet Section 431:8-301, Hawaii Revised Statutes if utilizing an insurance company not licensed by the State of Hawaii, and complying with the Hawaii No Fault Insurance Law. The combined amount shall be at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) with respect to bodily injury and to property damage. The PROVIDER’s policy shall name the State of Hawaii as additional insured. Prior to or upon execution of this Agreement, the PROVIDER shall furnish the STATE with a Certificate of Insurance, verifying the existence of such insurance. Such certificate shall also expressly provide that such insurance shall not be canceled unless the insurance company has first given to the STATE thirty (30) calendar days’ written notice of the intended cancellation.

If the PROVIDER is authorized by the STATE to subcontract, subcontractor(s) is not excused from the Indemnification and/or Insurance provisions of this Agreement. The PROVIDER agrees to require its subcontractor(s) to obtain insurance in order to indemnify the STATE.

Failure of the PROVIDER to provide and keep in force such insurance shall be regarded as material default under this Agreement, entitling the STATE to exercise any or all of the remedies provided in this Agreement for default of the PROVIDER.

The procuring of such required policy or policies of insurance shall not be construed to limit the PROVIDER's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement. Notwithstanding said policy or policies of insurance, the PROVIDER shall be obliged for the full and total amount of any damage, injury, or loss caused by the negligent act or omission of the PROVIDER or its authorized representatives.

2. **Confidential Information.** In addition to Paragraph 2.1, Confidentiality of Material, Exhibit "D", General Conditions, the PROVIDER further agrees to the following:

All information and records about or for the clients served, secured from clients, the STATE, or any other individuals or agencies by the PROVIDER, or prepared by the PROVIDER for the STATE, in satisfaction of this Agreement, shall be confidential and shall not be made available to any individual or organization by the PROVIDER without prior written approval of the STATE, subject to provisions of applicable State of Hawaii and Federal statutes, and State of Hawaii Administrative Rules. To ensure the confidentiality of all such information and records, the PROVIDER shall immediately notify the STATE when inquiries for information, including subpoenas are made to the PROVIDER. The PROVIDER shall submit copies of all written requests for information, as well as subpoenas, to the STATE.

3. **Maintain Records.** In addition to Paragraph 2.3, Records Retention, Exhibit "D", General Conditions. The PROVIDER further agrees as follows:

The PROVIDER shall maintain statistical, clinical, and administrative records pertaining to services of this Agreement. The records shall be subject at all reasonable times to inspection or review by the STATE or Federal representatives directly connected with the program area under this Agreement. All records shall be retained and made accessible for a minimum of six years after the date of submission of the PROVIDER's final report to the STATE; provided that, in the event any litigation, claim, negotiation, investigation, audit, or other action involving the records has been started before the expiration of the 6-year period, the PROVIDER shall retain the records until completion of the action and resolution of all issues that arise from it or until the end of the regular 6-year retention period, whichever occurs later.

4. **Equipment.** All equipment purchased with contract funds under this Agreement including items of personal property, as distinguished from real property, that has an

acquisition cost of \$1,000.00 or more per item and with an expected life of more than one year, shall remain the property of the STATE. All equipment purchased with contract funds must have prior approval from the STATE before purchase to be allowable. Following the Agreement period, all equipment shall be reported in the final fiscal report to the STATE. Disposition of said equipment shall be prescribed by the STATE.

5. **Publications.** The PROVIDER shall submit all reports and written publications resulting from this Agreement for review, comment and approval prior to publication. Any publications (written, visual or sound), whether published at the PROVIDER's or STATE's expense, shall contain the following statements (Note: This excludes press releases, newsletters, and issue analyses):

This project was supported by an Agreement from the Office of Youth Services, Department of Human Services, State of Hawaii (and if applicable, the name and federal award number of a federal grant funding the contract).

The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Office of Youth Services (and if applicable, the federal grant agency).

6. **HIPAA.** In this Agreement "HIPAA" means the Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996*, Pub. L. No. 104-191. PROVIDER is a "health care provider" under HIPAA. A "covered entity" is a health care provider that transmits information in a standard electronic transaction under 45 CFR Parts 160 and 162. If PROVIDER is or becomes a "covered entity", then PROVIDER must comply with all of the rules adopted to implement HIPAA, including rules for privacy of individually identifiable information, security of electronic protected health information, transactions and code sets, and national employer and provider identifiers. See, 45 CFR Parts 160, 162, and 164.

REFERENCES AND RESOURCES

Advocates for Youth

2000 M Street NW, Suite 750
Washington, DC 20036
ph: 202/419.3420 fax: 202/419.1448
<http://www.advocatesforyouth.org>

Building Partnerships for Youth

University of Arizona
University of California-Davis
National 4-H Council
<http://www.bpy.n4h.org>

Center for Continuing Education for Adolescent Health- Basic Principles of Prevention/ Intervention Strategies

3333 Burnet Avenue
Cincinnati, OH 45229
ph: 513/559-4681 fax: 513/559-7844

Centers for Disease Control and Prevention (CDC)

<http://www.cdc.gov>
CDC, Division of Adolescent and School Health
<http://www.cdc.gov/nccdphp/dash/yrbs/ov.htm>

Center for Law and Social Policy

1015 15th Street NW, Suite 400
Washington, DC 20005
<http://www.clasp.org>

Center for Substance Abuse Prevention

<http://casat.unr.edu/westcapt/bestpractices/crimprove.htm>
<http://casat.unr.edu/westcapt/bestpractices/index.htm>

Child Trends

4301 Connecticut Ave NW, Ste 350
Washington D.C., 2008
ph: 202/572-6000 fax: 202/362-5533
<http://www.childtrends.org>

Child Welfare League of America

440 First Street, NW, Third Floor Washington, DC 20001-2085
ph: 202/638-2952 fax: 202/638-4004
<http://www.cwla.org>

Community Anti-Drug Coalitions of America (CADCA)

www.CADCA.org

Community Toolbox

<http://ctb.ku.edu/>

Development Services Group

Home page

<http://www.dsgonline.com/index.html>

Title V Community Prevention Grants Program

ETR & Associates

4 Carbonero Way

Scotts Valley, CA 95066

ph: 831/438-4060

<http://www.etr.org>

Helping America's Youth

<http://www.helpingamericasyouth.gov/>

National Center for Education Statistics

Home page

<http://nces.ed.gov/index.asp>

National Center for Education Statistics ("Indicators of School Crime and Safety")

http://nces.ed.gov/pubs2005/crime_safe04/references.asp

National Clearinghouse for Alcohol and Drug Information (NCADI)

<http://www.health.org>

National Criminal Justice Reference Service

Home page (then click sidebar "Juvenile Justice")

<http://www.ncjrs.gov/index.html>

National Criminal Justice Reference Service (Youth "Risk & Protective Factors")

<http://www.ncjrs.gov/App/Topics/Topic.aspx?topicid=136>

National Criminal Justice Reference Service ("Comprehensive Approaches to Gang Problems")

http://www.ncjrs.org/html/ojjdp/summary_2000_8/comprehensive.html

National Youth Anti-Drug Media Campaign

www.mediacampaign.com

National Youth Development Information Center

<http://www.nydic.org/nydic/toolkits/index.htm>

National Youth Violence Prevention Resource Center

<http://www.safeyouth.org/scripts/index.asp>

OJJDP Model Programs Guide

http://www.dsgonline.com/mpg2.5//mpg_index.htm (See also "Related Links" for other useful sites)

Parents, the Anti-Drug

www.TheAntiDrug.com

Positive Youth Development (by Channing Bete Company)

About Risk and Protective Factors

<http://www.channing-bete.com/positiveyouth/pages/rpfactors/rpfactors.html>

Safe and Drug-Free Schools Program

<http://www.ed.gov/about/offices/list/osdfs/index.html>

Search Institute

www.search-institute.org

U.S. Department of Human Services

200 Independence Avenue, S.W.

Washington, D.C. 20201

<http://www.aspe.hhs.gov/hsp/teenp/>

U.S. Dept. Health & Human Services, Substance Abuse and Mental Health Services Administration

<http://modelprograms.samhsa.gov>

Family Guide to Keeping Youth Mentally Healthy and Drug Free

www.family.samhsa.gov

Western Regional Center for the Application of Prevention Technologies

Best and Promising Practices – Guide to Building Successful Prevention Program

<http://unr.edu/westcapt>

Youth Violence: A Report of the Surgeon General

<http://www.surgeongeneral.gov/library/youthviolence/toc.html>

State & Local Resources

Center on the Family

College of Tropical Agriculture & Human Resources

University of Hawaii

ph: 808-956-4132 fax: 808-956-4147

<http://www.uhfamily.hawaii.edu>

Coalition for a Drug-Free Hawaii

www.drugfreehawaii.org

Hawaii State Department of Business, Economic Development & Tourism (DBEDT)

State of Hawaii Data Book 2006

<http://www.hawaii.gov/dbedt/>